



POSITION DESCRIPTION

POSITION TITLE: Passport Community Supports Program-Coordinator
REPORTS TO: Director of Client Services
DATE CREATED: October 2017
LAST REVISION DATE:

POSITION RESPONSIBILITIES

The Passport Community Support Coordinator will ensure that their roles and responsibilities are carried out in a manner that is in keeping with the goals of the Passport funding program and policies and procedures of DSLG. This includes ensuring that adults with a developmental disability are involved and supported in their community and live as independently as possible through accessing community participation services and supports, activities for daily living, person directed-planning, as well as caregiver respite services, and supports for primary caregivers. These supports and activities are developed from the wishes, choices, interests of the individuals by developing goals and purchasing programs, classes, camps, one to one teaching/individualized support, groups, community clubs/memberships that foster social, communication, and life skills to promote inclusion and community participation.

This position is unique in that the Coordinator will strive to maximize optimum use of the Passport funding resources and work with individuals and families to formulate a community development plan based on their goals. Passport funding is only one aspect of the individual's support in developing **an integrated support plan**. This integrated support plan would consist of several components (the Individual's personal strengths and assets, family and relationships, eligibility funding- ODSP, Passport etc., community involvement- church, schools, recreation, etc., and Technology- I-pads, adaptive equipment, accessibility, etc.) This would be coordinated into a framework of a "community life" or citizenship for the individual.

The Coordinator will assist the individual through the Developmental Service Ontario (DSO) and Passport application process, through discussion and sharing of information regarding agency services and other options/opportunities they may be interested in.

POSITION ACCOUNTABILITIES

1. COORDINATION OF PASSPORT COMMUNITY SUPPORT PROGRAM BY:

- The Passport Coordinator will submit the application and inform the family that they will be notified by the DSO on both eligibility and whether the individual will get Passport funding. They will be advised to get back to the Passport Coordinator at this time and discuss a service plan/contract for the Passport dollars.
- Develop a mapping process that identifies clients by skill, ability and interest
- Explore new opportunities for individuals or groupings of individuals who could benefit from services or supports based on the mapping process identified above
- Develop a support plan and budget based on the individual's choice of activities and interest.
- Monitor the coordinating of an "integrated support plan" aligning core services and other involvement (if applicable)
- Monitor the financial spending of the Individual Agreements for Contracted Services to ensure funds are spent in accordance with the funding agreement.
- Review current program and funding levels for each client for the purposes of assessing whether service and resource utilization has been maximized
- Planning for immediate and future needs, linking, identifying and referring clients to services
- Reviewing and searching for creative alternatives where traditional services are not available
- Provide measurable outcomes and specific methods of activities/interventions to assist with becoming an inclusive citizen

2. PROVIDES SUPPORT WORKER LEADERSHIP BY:

- Screen support worker referrals and match Community Support Worker skills with individuals and groups based on individual goals and interests in conjunction with program staff.
- Manage and coach Support Workers in promoting inclusion and community participation
- Approve Community Support Worker staff timesheets and expenses
- Maintain up to date Community Support Worker case assignment chart
- Monitor Community Support Worker recording requirements including monthly progress reports

- Work closely and in consultation with managers, case coordinators, support staff, families and other partners for purposes of planning, program planning and implementation
- Participate in team meetings and share information with staff that aids in the maximization of service delivery
- Consult with Director of Client Services when staffing issues arise that require timely reporting
- Monitor the training requirements of support staff and identify any new resources or skills for individual learning
- Monitoring a client information recording system which documents daily contacts in the form of: statistics reports, referral documentation and other forms for pertinent caseload planning
- Actively participating in the supervision process, performance review and identification of training needs
- Complete any required documentation for program improvement, stability and reporting requirement
- Reviewing and adhering to all regulatory authorities acts, directions, policies and procedures

3. PROVIDES ADMINISTRATIVE SUPPORT BY:

- In consultation with Director of Client Services, place referrals on a wait list based on demand at that time
- Liaise with individuals and the Ministry of Community and Social Services regarding pertinent changes to the individual's funding
- Developing an Agreement for Contracted Services for this program and monitoring expenditures on an ongoing basis to ensure compatibility with available funding
- Developing goals for Passport Services and track and monitor applications
- Developing, formulating, and documenting all case information to determine the service requirements, supports, and community assistance. Review and coordinate Intake assessment information received from the DSO, in this process
- Utilizing "formal resources" to access services, which are best able to meet the identified needs.
- Assisting with the development of directional plans and providing consultation services to other agencies
- Reviewing the following documents as required: Individual Support Plans (Life Plan) , Case Plans- including short and long term goals, Transition Plans, and treatment and support summaries

- Ensuring adherence to all agency policies and procedures.

4. PROVIDES APPLICANT SUPPORT BY:

- Referring new applicants to the DSO-SER for eligibility determination and assists individuals in the process.
- Making referrals to the required services to address the identified support needs.
- Identifying and creating alternatives where traditional services are not available.

5. RELATED TO CORE COMPETENCIES:

- Advocating for Others — Level 3 — Calculates impact of actions or words
- Collaboration — Level 3 — Encourages others
- Creative Problem Solving and Decision Making — Level 3 — Understands and acts on basic relationships
- Fostering Independence in Others — Level 3 — Delegates
- Initiative — Level 3 — Thinks and plans ahead
- Interpersonal Relations and Respect — Level 3 — Effectively uses empathy
- Resilience — Level 4 — Delivers results with a high level of consistency over a long period of time

6. RELATED TO POLICIES AND PROCEDURES:

- Operates in accordance with applicable Legislative, Ministry and professional association requirements of the position.
- Is knowledgeable about the funding and compliance requirements for Ministry Funded programs such as Passports, Individualized Funding and other independent sources.
- Is knowledgeable about and complies with Quality Assurance Measures (QAM) guidelines as directed by the Ministry of Community and Social Services (MCSS).
- Is knowledgeable about, ensures others are knowledgeable about and complies with the agency's policies and procedures.
- Operates, at all times, in a safe and secure manner.

7. HEALTH AND SAFETY:

- Ensure Health and Safety Program requirements are followed based on the Occupational Health and Safety Act and the Workplace Safety and Insurance Board.
- Ensure an awareness of safety measures for the agency, staff, and the individuals receiving services.
- Ensure compliance with the agency's mandatory training requirements.

ACCOUNTABILITIES

The Passport Community Support Coordinator position is directly accountable to the Director of Client Services

HOURS

72.50 hours bi-weekly

BENEFITS

Full Benefits

MINIMUM QUALIFICATIONS

- Degree in a related Social Service field.
- Community development focus and extensive knowledge of Finance and Admin would be an asset.
- Three years of practical experience with individuals who have a developmental disability in a community setting.
- Understanding of the impact of a developmental disability on the individual and family.
- Well-developed interpersonal and coaching skills.
- Understanding and belief in self- determination and inclusion.
- Excellent oral and written communication skills.
- Well-developed interview skills to assist client facilitation of choice and interests.
- Well-developed management and supervision skills.
- Able to accommodate the communication needs of clients.
- Able to work with multi-disciplinary teams, and community partners.
- Strong analytical skills.
- Knowledge of community resources and building community opportunities.
- Knowledge of municipal, provincial and federal government resources and other community programs and services.
- CPI, CPR and First aid training.
- Valid Ontario driver's license and access to a reliable vehicle.