



Fostering independence by providing a safe and stimulating learning environment for adults with developmental exceptionalities, enhancing social, emotional, physical and cognitive development by building confidence and promoting self-reliance.

Posting Date: Friday, April 27, 2018

Closing Date: Friday, May 11, 2018

Starting Date: Friday, June 1, 2018

Employer Name: Community of Hearts Lifelong Learning Centre

Job Title: Independent Hearts Program Coordinator

Contract Position: \$30 000 per year

Of Positions: 1

Roles & Responsibilities:

- Arrange/facilitate intake meetings with participants and their support networks to set goals;
- Develop/implement individualized programming based on goals set;
- Develop/implement teaching tools for participants to use in program, and take home;
- Work 1-on-1 with participants to foster independent living skills, with a focus on goal areas;
- Confidently navigate Guelph Transit bus routes;
- Log daily summaries to document participant progress;
- Competently utilize Microsoft Word, Microsoft Excel (or similar software) and Google;
- Communicate with caregivers, program participants, overnight staff and your supervisor via text message, phone calls (using work cell phone provided), and email;
- Ensure monthly program expenses are paid in a timely manner (ex. cell phone/internet bills);
- Complete final evaluations for each participant and deliver to families at wrap-up meetings

The ideal candidate has previous experience of, and capacity for, the following:

- Organize and manage your time effectively in order to complete tasks consistently with minimal supervision;
- Build rapport – and communicate on an ongoing basis- with caregivers, program participants, overnight staff and your supervisor;
- Be patient, flexible and ready to adapt to changes in participants' schedules;
- Be empathetic towards individuals experiencing new life challenges/changes;
- Possess a passion for teaching life skills;
- Be a critical thinker who strives for excellence in your work;
- Confidently make executive decisions to ensure program quality is never compromised

How to Apply:

Interested applicants can submit a resume and cover letter outlining evidence of applicable experience to Jerushia Allin, Program Manager, at jobs@communityofhearts.ca **by midnight on Friday, May 11, 2018**. Applicants should believe strongly that individuals with developmental exceptionalities have a right to access opportunities that help them achieve a level of independence they desire. Priority will be given to applicants who identify as any of the following: BIPOC; neurodiverse; LGBTQ+.