



The Langley Association for Community Living is currently seeking to recruit a temporary full-time **Home Share/Adult Respite Coordinator**. The term of the temporary position is from April 23, 2018 to May 31, 2019 with the potential to become permanent. The successful candidate will be based in Langley and travel within the Upper Fraser region will be required.

**POSITION SUMMARY:** This is a temporary full-time position providing complex case management of Home Share & Adult Respite services within the Langley and surrounding communities. The successful candidate will work with multi-disciplinary teams to support inclusion and citizenship for individual's accessing the service. This is a high-paced, professional team environment with opportunities for growth & learning.

This is an excluded position. Hours of work are flexible and will include evening and weekend hours. Accessibility by cell phone 24 hours per day, 7 days per week for emergencies is required.

**RESPONSIBILITIES:**

- Recruit, support and monitor Adult Respite and Home Share contractors
- Liaise with families and person's served which includes leading the development of person-centred plans
- Participate in the ongoing development and implementation of policies and procedures
- Liaise with community resources as needed
- In conjunction with the Manager, collaborate with Community Living BC & the Ministry of Social Development and Poverty Reduction to address support needs & to ensure contractual requirements are met
- Respond to emergencies, issues and complaints as needed

**REQUIREMENTS:**

- Experience and proven ability with complex case management
- Degree in Social Services field, Conflict Resolution and/or Counseling preferred
- A philosophy of support and care consistent with Langley's Core Values
- Excellent oral and written communication, mediation and assessment skills
- Strong interpersonal, leadership and organizational skills with a high level of personal integrity, initiative and maturity
- Ability to work as a member of the team as well as being able to work independently
- Previous experience working with adults living with intellectual disabilities (including Mental Health, FASD, Autism, and complex Behavioral)
- Strong computer skills including a strong knowledge of MicroSoft Office applications
- A vehicle in good working order is required for the position

**DEADLINE FOR SUBMISSION: Applications will be accepted until 4:00 pm on March 2, 2018.**

Applicants should submit a cover letter, resume and references to the attention of Carla Thiesen, Manager of Home Share & Adult Respite at [cthiesen@langleyacl.com](mailto:cthiesen@langleyacl.com). Please note that only short-listed applicants will be contacted.