



<b>Job Title</b>	<i>Residence Coordinator</i>
<b>Reports to</b>	<i>Program Manager</i>

#### **Job Purpose**

The Residence Coordinator plays a crucial role in facilitating the development and implementation of comprehensive service plans for children and youth in the SHSS program. They provide leadership and supervision to ensure consistent quality service delivery, facilitate collaboration among stakeholders, and promote community involvement. This role requires a combination of supervisory, administrative, and direct service experience in human/social services, particularly in supporting children and youth with diverse needs.

#### **Mandate**

Children Matter Community Services is committed to person-centred practice and seeks to foster independence, help build relationships and increase community inclusion and citizenship opportunities for those we serve. We believe every individual has gifts and contributions they can make in their communities. This understanding is the foundation for our mission “to empower and support people as valued, contributing citizens in communities.

#### **Duties and Responsibilities**

- Lead the development of the SHSS Service Plan in collaboration with the child or youth and their SHSS Care Circle
- Provide direct supervision to support consistent quality service, and guiding Service Provider Personnel in implementing strategies established in the SHSS Service Plan
- Development of the child's and youth's transition plan in partnership with the Program Manager, collaborating with relevant experts and guardianship workers if applicable
- Coordinate with the child's and youth's care team to ensure integrated and holistic assessment and planning

- Provide leadership and guidance and participate in planning client plans, case conferencing, case management, and related documentation with Service Provider Personnel, Subcontractors, families, and other stakeholders
- Facilitate training sessions for Service Provider Personnel
- Facilitate access to supplemental services to support children, youth, their families, and service providers.
- Liaise with the community, government, families, officials, and professionals to promote community involvement in the program
- Crisis Intervention: Provide immediate assistance and crisis intervention for young individuals in acute distress
- Collaborate with the treatment team to develop crisis management plans and ensure the safety of children and youth
- Treatment Planning: Work closely with the circle of care team to develop individualized treatment plans for youth. Monitor progress, adjust treatment strategies, and provide ongoing support.
- Documentation: Maintain accurate and up-to-date records
- Ensures the cleanliness, safety, security and maintenance of the Care Setting in accordance with applicable licensing standards either directly or through delegation to Service Provider Personnel and Subcontractors.
- Maintains the Care Setting's inventory of supplies.
- Works as a Residential Child & Youth Worker or an Awake Residential Night Worker performing the duties as required; appropriately delivering or enables strategies established in children's and youth's SHSS Service Plan.
- Performs other related duties as requested by the Program Manager.

## Qualifications

- Diploma in a related human/social service field.
- 3 years of recent related experience, including at least 1 year of supervisory or administrative experience (or an equivalent combination of education, training, and experience).
- Specific training in behavioral modification, supporting children under 12 years of age with diverse needs, attachment-based parenting, and relationship-based interventions (Trauma-informed practice).
- Unrestricted class 5 driver's license and drivers abstract that aligns with CMCS policy
- Ability to pass a Criminal Record Check and CCRC Check with the Ministry of Children and Family Development.