

Community Connections Support Services

275 Rutland Road North
Kelowna, BC V1X 3B1
t: 250.491.2907
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PO Box 373
Nelson, BC V1L 5R2
e: mail@commconn.ca
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Community Connections Support Services Job Description

Position: Home Share Coordinator

Core Function: To deliver Home Share Coordination and Support Services in accordance with Community Connections principles, policies and procedures.

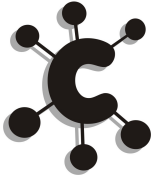
Reporting Relationship:
The Home Share Coordinator reports to the Service Coordinator (Ken Munro).

Standards of Performance:

1. Will have respectful interactions with the individuals receiving services, the families, advocates, Home Share Providers, co-workers, the funding source, and the community in general to maintain an effective Home Share Support Service.
2. Will establish and maintain effective working relationships and lines of communication with the people we support, their families and advocates, the funding source, and other agencies and service providers.
3. Will work to set a climate that supports the people we support and our fellow support workers by promoting dignified support and functioning lines of communication between all involved parties.
4. Will work scheduled hours. Will respond to emergency calls from the support team outside of these hours when required.
5. Will assure the direction of support is always rooted in the choices, needs, health and personal vision of the people we support.
6. Will ensure a climate of respectful support rooted in the understanding that Home Share locations are FIRST AND FOREMOST A HOME.

Details of Function:

1. Receive referrals
 - a) Referrals are designated to the Home Share Coordinator by the Service Coordinator.
 - b) Ensure that the referral details the individual's care requirements, a copy of their plan developed by CLBC as well as any health care plan that may be in place.
 - c) Meet with the family/ present Home Share provider and the supported individual to determine care needs and criteria for the new Home Share provider.



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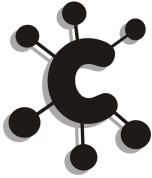
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2. Recruit and orient potential caregivers
 - a) Discuss with interested community members, their desire to provide Home Share / Respite services and then outline the application process, community need and caregiving requirements.
 - b) Screen potential caregivers by requesting interested parties complete the Applicant Profile and return to the program.
 - c) Develop and revise orientation process to fit the needs of the program and deliver information to the community.
 - d) Attend or provide information to community groups, students etc. as requested. As well respond to inquiries from the community at large regarding the program.

3. Complete an intake package with applicants
 - a) Provide applicant with required documentation including Criminal Records Checks, Medical Forms, Letters of Reference and questionnaires.
 - b) Once all documentation has been received, arrange an appointment to begin the home study interviews.
 - c) Intakes are completed with those individuals who have completed an Application form and are next in line for a home study. The exceptions are; if there is a request from family for a specific applicant, if a specific location is required or when there is a placement need for an individual and there are no possibilities within the contracted caregiver roster.

4. Collect and report all home study data.
 - a) Interview prospective care providers following the Home Study process developed and used by Community Connections Support Service for the past twelve years.
 - b) Check references provided by the applicant.
 - c) Ensure all forms are completed by or with the prospective caregiver.
 - d) Provide information to the applicant about caregiving and the process for home placement.
 - e) Complete the Home Study report. Discuss Home Study application with CCSS Home Share Service Coordinator to determine if the applicant is suitable for Home Share.

5. Record and report program activities
 - a) Complete monthly reports of program activities including resource information.
 - b) Complete annual reports to include program activities for the year, goals for the next year, trends in the program and areas for development.
 - c) Follow and complete work identified within caseload monitoring schedule (ie. Health and Safety Checks, Monitoring Tools, ISPs, Formal ISP Reviews).
 - d) Address and respond to monthly work due lists provided by CCSS.
 - e) Schedule liaison meetings
 - f) On a monthly basis, backup all electronic files.



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6. Support Home Share Providers

- a) Provide support and access to resources for Home Share Providers and people served.
- b) Assist Home Share Providers to problem solve with regard to Home Share concerns.
- c) Liaise with CLBC regarding any funding / day support requests.
- d) Assist and support Home Share Providers to facilitate and develop ISPs.

7. Coordinate matches

- a) Meet with families and individuals who have been referred to the program to determine the level of care and supervision required.
- b) Contact caregivers who meet the criteria and are available. If no one is available, consider the application list for a possible match.
- c) Schedule an initial meeting with Home Share Provider and family/individual. If all participants agree it is a suitable match they can arrange move in time lines.
- d) Provide ongoing support to family/individual and Home Share Provider to promote longevity of the match.

8. Exit responsibilities of the Home Share Coordinator

- a) Maintain files on individual Home Share Providers and the people they support in a safe, confidential and up to date manner.
- b) If leaving the position of Home Share Coordinator, all client and Home Share Provider files, all documentation for pending caregivers and all relevant Community Connections Support Services Home Share Coordination paperwork is returned to the Service Coordinator when requested
- c) All office equipment/ supplies provided or purchased by Community Connections is returned to the Service Coordinator when requested.

Qualifications:

1. Strong personal values based on self determination, autonomy, and dignity for all individuals.
2. Strong interpersonal skills and supervision skills.
3. Post secondary education specially related to the Human Services (psychology, social work, nursing (LPN / RN)).
4. Training and /or experience in community based human services.
5. Demonstrated skills in working with individuals and families utilizing services.
6. Will have a valid class 5 B.C. drivers license and 1st aid certificate, 2 million dollars liability auto insurance, business auto insurance (if you use your vehicle at work more than 4 days per month).
7. Successfully complete a Criminal Record Check and Driver's Abstract.

Revised: March 2010

Revised: August 2012

Revised: August 2011

Revised: August 2013