

## Community Living Counsellor, Coordinator

Community Living Society – Lower Mainland, BC

### About Us

The Community Living Society (CLS) is an innovative, non-profit organization dedicated to serving people with developmental disabilities. We have been assisting individuals to live full, productive, and meaningful lives since 1978. We are leaders in providing quality Individualized Supports services, which allow people to reach their greatest potential. We have over 450 employees and serve over 260 individuals throughout the Lower Mainland and Greater Vancouver Area.

### About the Opportunity

Your role as a Community Living Counsellor, Coordinator will require you to be well-organized leader who is able to communicate directly and efficiently with your team and the leadership team. Additionally, you are able to maintain strong and supportive relationships with supported individual networks, family members and team members. You will role-model Person Centered Active Supports through all interactions with the individuals you support. Your duties may include:

- Engage and support individuals to live as full citizens
- General administration and payroll
- Handling scheduling, timesheets, budgeting and financial accountabilities
- Creating and maintaining reporting as required
- Selecting, onboarding, training and developing staff
- Conducting staff meetings and recording meeting notes
- Engaging and motivating your team
- Ensuring effective and smooth operation of the location, including emergency preparedness
- Coaching, mentoring and supporting team members in appropriate support techniques

### About You

Your experience in providing sound, consistent and caring support to adults with developmental disabilities coupled with your leadership and management skills will enable you to flourish in this role. You will enable individuals in achieving greater success in certain areas of their lives by providing skills and opportunities to develop, participate in their community, take part in community activities, obtain volunteer or paid employment and learn tasks of daily living; you will also meet other unique support needs including personal care, lifts, and physical supports. You will manage an existing staff team of Community Living Counsellors. Additionally, you have the following requirements:

#### Required:

- Class 5 driver's license (permanent staff must be willing to obtain Class 4)
- Access to a vehicle
- First Aid and CPR Certificate
- Clear criminal record (paid by CLS)
- Clean driver's abstract
- Medical Form with immunization record
- Previous leadership and supervisory experience
- Strong computer and administrative skills

#### Assets:

- Counselling and coaching skills
- Crisis prevention and intervention skills
- Special skills: medical training or ASL
- Health care and mental health knowledge
- Nonviolent Crisis Intervention training
- Mandt System®
- Knowledge of Person Centered Active Supports



*The Community Living Society is an equal opportunity employer  
committed to the principles of the Human Rights Code.*

## **Our Commitment to You**

We make significant investments in our people, which is why we take great care to hire those who we believe will thrive at CLS. Our progressive and unique culture sets us apart and provides:

- Various internal leadership and development opportunities
- Interesting and relevant training opportunities
- Meaningful rewards and recognition

**Hours:** Various shifts (weekdays, weekends, overnights, days and nights)

**Wage:** Starting at \$21.90 per hour

Please fill out our application online [www.communitylivingsociety.ca](http://www.communitylivingsociety.ca)

We thank all applicants for their interest; however, only short-listed candidates will be contacted for an interview.