



## **Children's Respite Services Coordinator (Excluded)**

30 hours/weekly, Permanent Part-Time

The Coordinator of Children's Respite Services is responsible for the development, implementation and evaluation of children's respite services. Primary duties include the recruitment, screening and on-boarding of respite care providers in collaboration with families. This position provides program leadership, vision, and direction to ensure the services are provided with respect and dignity and in accordance with established standards and policies.

### **About Inclusion Langley Society**

Inclusion Langley Society was established in 1959. Our vision is of a community where we all belong. Currently, we serve in excess of 1400 children, youth and adults with disabilities, with a team of over 350 employees. Our mission is to improve quality of life for children, youth and adults with intellectual disabilities.

### **Essential Duties and Responsibilities**

- Develops, implements and monitors the delivery of respite care that meets the needs of referred children and youth, as well as their families.
- Develop and implement methods for recruitment of care providers including traditional advertising, use of social media and networking.
- Ensure thorough screening of all potential respite applicants according to MCFD and ILS policy.
- Oversee the onboarding and orientation of all new respite recruits, including organizing any required family participation in the training and orientation.
- Assists families with planning and accessing appropriate respite care and provides placement coordination.
- Monitors delivery of respite services independently and in collaboration with; the family, MCFD CYSN Liaison, Social Worker, and Manager of Child Development Services.
- Reviews problem situations and works to resolve difficult or sensitive issues.
- Intercedes to resolve conflict using mediation and interest-based negotiation skills. Models mutual respect and cooperation.
- Provides leadership and direction ensuring that all respite services are consistent with organizational mandate, philosophy and policy, legal, contractual, budgetary and other requirements.

## Qualifications and Requirements

- Bachelor of Social Work or a Bachelor's Degree in related human and social sciences field with several years of experience working with families.
- 3 to 5 years of progressively more responsible program management experience, preferably in the community social services sector. Strong vision, commitment and demonstrated practice in keeping with ILS philosophy is essential. Equivalent combination of education and experience may be accepted.
- The ability to function independently and frequently under pressure, while managing multiple concurrent projects and deadlines.
- Participation at meetings, committees, conferences and other events that occasionally involve long work days and evening/weekend work.
- Proficiency in utilizing computer technology to manage and maintain individual case files using a web-based software system.
- Valid CPR and First Aid Certificate.
- Valid B.C. Class 5 Driver's License / Good Driving Record.
- Ability to meet and maintain all other conditions of employment (e.g.: Proof of COVID Vaccination, Criminal Record Check, Doctor's Certificate of Good Health, TB Test etc.).

## Schedule

- Start date: March 2023
- 4 days per week
- 30 hours per week (7.5 hours per day)

## Why Work for ILS?

- Competitive wages.
- Comprehensive benefits including paid time off, Extended Health, Dental and Vision Care.
- Make a difference in your community in a rewarding role.
- Employee anniversary celebrations and incentives.
- Personal and Professional growth opportunities.

## Apply Now!

To apply for this position, please submit your resume and cover letter to the Child Development Services Manager by e-mail at [jwoods@inclusionlangley.com](mailto:jwoods@inclusionlangley.com).

Posting #: 2022-23-CRCOR-1EX

Close date: Open until filled