

**Job Description**  
**Lead, Special Services to Children & Home Share**  
**3 month term, 25-35 hours per week**

**Summary:**

The Lead, Child and Youth Care & Home Share manages the overall operations of the programs to ensure they are efficiently and effectively meeting the needs of clients and the requirements of funders. The Lead may also deliver service to clients. The Lead reports to the Program Manager.

**Key Duties and Responsibilities:**

- Receives, assesses and assigns Special Services to Children referrals.
- Completes intake and ensures all files are accurate, up to date in the ECR
- Establishes effective communications including leading team meetings and briefings.
- Supervises and monitors written reports and ensures standards, goals and effective interventions techniques are being utilized.
- Meets with client, family, and MCFD/CLBC representatives to collect intake and referral information.
- Recruits Home Share providers through active recruitment including advertising, interviewing, home study, and references checks.
- Monitors placements, makes regular visits to home, documents planning sessions and critical incidents and maintains all required records.
- Ensures a safe, comfortable and welcoming environment for children and youth, promoting behavioural change and personal growth of children
- Assesses the needs of children and their family and supports the child to achieve their established goals using a strength based approach.
- Assesses personal, program and client safety at all times and meets all work safe standards.
- Collaborates with the Program Manager and prepare and monitor program budgets.
- Works with the Program Manager and HR Director to recruit, hire, orient, coach, supervise, discipline and terminate staff.
- Adheres to program manuals and to SCCSS policies including client confidentiality.
- Obtains and maintains awareness of the demographic and socio-economic variables of the community and activity works to reduce barriers to services.
- Maintains client records and client files in keeping with program manual and SCCSS policy
- Support the mission, vision and values of SCCSS including participating in organization-wide initiatives as interested or asked.
- Collaborates with the Program Manager to develop and establish standards and accountability mechanisms including logic models, monitoring frameworks and evaluation processes including the completion of program(s) reports, stat collection maintenance of relevant documents.
- Ensures effective service delivery consistent with agency mandate, policy, meeting all legal, contractual financial and other compliance requirements.
- Champions ongoing compliance with accreditation standards, new standards and CARF requirements.

- Stays current with SCCSS programs and services to foster collaboration and connections for staff and volunteers across the organization.
- Assists with other duties as required, from time to time, aiding with the efficient operation of the organization.
- Assists the Program Manager in creating a learning environment for students and volunteers.

### **Qualifications:**

- Post-secondary degree in Social Work plus five years of related experience in a related field or the equivalent in education and experience and three years supervisory experience.
- Good understanding of and experience working with children and youth with physical or mental developmental delays.
- Flexible schedule to accommodate appointments after school, in the evenings, and on weekends.
- Demonstrated ability to communicate with clients according to varying developmental needs.
- Knowledge of family systems.
- Culturally competent practices and understanding of the impacts of colonization for Indigenous communities, families and individuals.
- Good working knowledge of the Local, Provincial, and Federal legislation and regulations as relevant to the work.
- Strong computer skills with experiences with an Electronic Client Records System.
- Experience working in the non-profit sector.
- Experience with group facilitation, program development, planning and visioning.
- Excellent organizational and communication skills.
- Emergency Child Care First Aid.
- Successful result of Criminal Record check.
- Valid driver's license and reliable vehicle is required to attend events and programs across the Coast.

### **Working Conditions**

This position works in a variety of environments including multiple locations across the coast, private homes, in the community (including outdoors at times) and in a typical office environment.

### **Physical Requirements**

- Sitting and computer work for long periods of time
- Manoeuvring wheelchairs pushing and or pulling
- Setting up meeting spaces, moving tables and chairs
- Significant lifting, carrying, stooping, kneeling, crouching, and/or crawling



Sunshine Coast  
**Community Services**

*Creating a Caring Community*