



**WINNIFRED STEWART ASSOCIATION
INTERNAL / EXTERNAL POSTING**

DAY SERVICES requires a SERVICE COORDINATOR

WE THANK YOU FOR YOUR INTEREST; HOWEVER ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

In this position duties will include:

- Completion of lifts and transfers, personal care, support with all self help and daily living skills
- All necessary / required documentation as per policy / processes
- To develop, implement and document any required Programs, Procedures and/or Strategies
- To ensure completion of Service planning process for individuals in the Program
- To ensure supports to individuals experiencing situations of concern
- Providing transportation for individuals attending the Program using your own vehicle or an Association vehicle whichever is required
- Participate in ensuring a safe and healthy environment
- Be adaptable to work independently as well as within a team environment.
- To be aware of and adhere to established policies, processes and operational protocols
- Professional, positive, timely communication with others (Individuals, Guardians, Community representatives, Supervisors, Co-workers, etc.)
- Demonstrate excellent communication skills.
- To ensure familiarity with and completion of duties and responsibilities as per the Service Coordinator Position Description

Education and experience requirements:

- Diploma or Degree in Rehabilitation Studies or equivalent, plus one year's experience in Human Services, experience working with adults with developmental challenges preferred, or combined equivalent.
- Training / knowledge of Person Centered Planning approaches, an asset.
- Experience in development and implementation of Behavioural interventions and strategies.
- Demonstrated Case Management skills required.
- Good working knowledge of MS Word, templates and use of the internet.
- Current First Aid / CPR Certification

Position Hours: Monday to Friday 37.5 hours/week

Salary Range: \$30300.00 - \$38772.00 / Annually

Competition Number: SECO – 20020

Closes: This posting will remain open until suitable candidate(s) found

A vehicle, adequate insurance and a valid driver's license required. A Security Clearance check and a Drivers Abstract are a condition of employment and are the financial responsibility of the candidate.

PLEASE SUBMIT YOUR COVER LETTER WITH YOUR RESUME QUOTING COMPETITION NUMBER IN CONFIDENCE TO:

**HUMAN RESOURCES
11130-131 STREET
EDMONTON, AB. T5M 1C1
FAX: 453-6709**

EMAIL: laurief@winnifredstewart.com