

Job Title: Service and Young Adult Group Coordinator

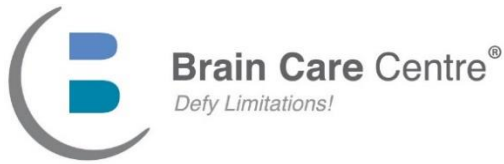
This position reports to: Service Coordination Lead

Qualifications:

- Certification: Related degree
- Experience: Case management, human service work
- Up-to-date, clear, criminal record check
- Possess a valid driver's license and vehicle with 2 million liability insurance

Major Responsibilities:

- Conduct interviews and assessments in order to develop individual service plans and provide information on brain injury services
 - Review verification of brain injury attained through the intake process
 - Conduct a thorough initial interview with new clients, gathering information as it relates to the client's social and health history, treatments, needs, strengths, goals, barriers, and required interventions
 - Assist clients in developing goals for themselves by building on their identified strengths
 - Work with in conjunction with clients, their family, and community service providers when developing the service plan
 - Obtain Consent for BCC Service and other applicable written consents from client when required, as per the Freedom of Information and Privacy Act
 - Properly discharge clients upon goal and service completion
- Provide case coordination, advocacy and support (where necessary) for clients
 - Provide the necessary referrals for BCC Support Services and other community resources in a timely fashion
 - Maintain adequate communication and follow up with clients, BCC Support Services staff and applicable professionals
 - Assist clients and/or their families in applying for benefits and services
 - Continually investigate community resources to better serve individuals with acquired brain injury
- Attainment of long-term outcomes for clients as per the Alberta Brain Injury Initiative, which includes:
 - Development of a personal support network
 - Involvement in the community
 - Optimal independence, and
 - Knowledge of brain injury and its effects
- Collaborate with Service Coordinators from across the province of Alberta
 - Ensure a smooth transition between regions for clients moving into another service region within the province
 - Participate in the provincial brain injury forum to ensure services are coordinated provincially
- Actively promote education and information about living with acquired brain injury to clients, their families, community service providers, special-interest groups, and the general public



- Act as the on-call information coordinator to field inquiries about brain injury and BCC services one day per week
- Facilitate educational sessions on brain injury for a variety of audiences
- Provide information about BCC services at community resource fairs and other venues

- Contribute to development and delivery of life-skill based group interventions and classes
 - Identify the type of support topics that will most benefit clients
 - Facilitate Young Adults groups
 - Provide quarterly information for reporting
 - Ensure outcome measures are developed and recorded for each participant
 - With Support Team, develop outcome measures that realistically reflect what clients are gaining by attending relevant groups
 - Coordinate and organize program activities for Young Adult Group

Other Job Expectations

- Serve on various committees as required
- Use database to record client service plans, community contacts, other relevant information, and complete progress reports
- Conduct all day to day activities in accordance with BCC's Mission, Vision and Values and the BCC Code of Conduct
- Review and adhere to BCC's Personnel Policies and Procedures
- Adhere to high standards of ethical practice and confidentiality
- Participate as a professional, positive and supportive team member
- Participate on BCC Committees, BCC Events, and undertake other duties, as assigned by the employee's supervisor
- Provide feedback to the employee's supervisor regarding the attainment of objectives
- Other duties as required by Management or Team Leads

Position Detail:

- Temporary, 12-month, 1.0 FTE
- Annual salary based on a work week of 37.5 hrs which may involve evenings and weekends
 - **This position requires some evening and weekend work**
- Any overtime accumulated is to be taken as lieu on the ratio of one hour overtime granted as one hour lieu. Accommodation for the scheduling of staff lieu time is in consultation with the employee's supervisor
- As an ongoing staff member, you will serve a probationary period of six (6) months with a review prior to receiving permanent status in this role
- Annual provision of three weeks paid vacation as well as five paid floater days when BCC is closed between Christmas and New Year

Please send resume and cover letter to Nicole Mitchell, Service Coordination and Outreach Lead, at nicole@braincarecentre.com.