

Brain Care Centre Position Description

Alberta Brain Injury Network (ABIN) and Community Access for People in Continue Care (CAPCC) Service Coordinator–Full Time

This is a permanent full time (37.5 hrs/week, 8:30 am – 4:30 pm, Monday to Friday) position based in Edson, Alberta. The anticipated start date of this position is March 5th, 2018.

Please apply with cover letter and resume via email to Priya Nath Service Coordination and Outreach Lead at priya@braincarecentre.com

The deadline to apply for this position is midnight, February 26th, 2018.

Salary is \$43,500.00 annually. Full benefits are available on a cost-shared basis after three months of employment. Vacation is accrued at 1.25 days per month of employment. A RRSP matching program is available after six months of employment. An operational vehicle with \$2M third party liability, valid driver's license, clear criminal record check, are required for this position. This position also requires completion of a related post-secondary degree or diploma, preferably in the human services field. Preference will be given to experienced applicants that are highly motivated with strong organizational skills, ability to work independently and who have experience working with individuals with disabilities and/or vulnerable populations.

General Description of Responsibilities

This position serves two program areas (ABIN and CAPCC). The ABIN/CAPCC Service Coordinator provides assistance to individuals (age 18 or older) and families affected by brain injury as well as individuals under the age of 65 in continuing care. Coordinators will provide services that include, but are not limited to: initial interviews, assessments, individual service plan development, case management, leading support groups, working closely with continuing care staff, crisis intervention (if necessary), referrals, advocacy, follow-up, documenting/reporting activities, and public education, as well as other duties as assigned. The successful candidate must be willing to travel regularly to Drayton Valley, Hinton, Jasper and surrounding areas.

The Service Coordinator is an advocate for the development of community assets, community rehabilitation, and the integration of services. The Service Coordinator may be asked to participate in the evaluation of both the ABIN program and CAPCC program and its outcomes, as it relates to their activities.

Main Duties

1. Attainment of ABIN (Alberta Brain Injury Network) goals.
2. Provide case coordination, community capacity building, and preventative information and support (where necessary).
3. Keep an inventory of existing service providers and supports in the region.
4. Assist communities in the region to address "gaps in service."
5. Conduct intake interview, assessment of needs/strengths, and develop individual service plans in consultation with clients.
6. Follow up on referrals and outreach to clients living in the community.
7. Evaluate the delivery of the program.

8. Engage in service plan development in regards to Supports for Community Living Service (SCLS) with the client and community support worker.
9. Engage continuing care facility staff and support workers to develop individualized service plans, which decrease isolation and improves quality of life for continuing care residents.
10. Prepare and review invoices from third party providers.
11. Prepare quarterly and year end reports for BCC funders and Board of Directors.
12. Provide community education on the topic of acquired brain injury.