

JOB OPPORTUNITY

Human Resources Department

POSITION: TEMPORARY COMMUNITY SUPPORT COORDINATOR - MEMBERSHIP
(Expected duration of up to six months)

REGION: Central

Community Living Toronto, one of the largest agencies of its kind in North America, is a dynamic innovative organization committed to a vision of promoting a welcoming community. As a leader in the field, Community Living Toronto offers supports to over 6,000 individuals within an intellectual disability as well as support to their families, including residential and day support, assistance with employment, community support, early childhood services and respite.

QUALIFICATIONS:

University Degree or Community College Diploma in Social Sciences. Four to six years experience in areas of group facilitation, partnership development and case management experience. Driver's license is an asset.

JOB SUMMARY:

The Community Support Coordinator – Membership is part of a team of community support personnel in the region. Main responsibilities include facilitating access to services of the Association and other community agencies, representing Community Living Toronto membership of the region, assisting members and staff of the region to organize and/or promote programs and activities that meet local needs and providing administrative support to the Regional Council.

RESPONSIBILITIES:

Reporting to the Program Manager, this position is responsible for:

- Responding to general inquires regarding services for individuals including services and programs offered by CL Toronto.
- Providing Administrative support to regional council, providing organizational support, exploring and implementing their initiatives and promoting their vision to meet local needs.
- Providing individuals and family outreach support and advocating to bring about quality connections into services and supports and to build membership.
- Providing group leadership to families and participating in Community Support Team.
- Organizing Council Newsletter and coordinating with the Regional Executive Director and Council initiatives.
- Coordinating the Summer Day Respite Program for Central Region.

HOURS OF WORK: 37.5 hours per week.

**TO APPLY
SEND YOUR COVER LETTER AND RESUME TO:**

Careers@cltoronto.ca

PLEASE QUOTE JOB POSTING #E17-127

When required, accommodations for disabilities will be provided, on request.

We thank everyone for their interest in Community Living Toronto; however only applicants with the necessary qualifications, experience and education will be contact for an interview.