

January 27, 2012

## INTERNAL/EXTERNAL POSITION POSTING #12-3

**POSITION:** Part-time Float Tamil Speaking Community Support Coordinator

**HOURS:** 20 hours per week. Hours must be flexible to meet the needs of the people supported.

**SALARY:** \$22.23 + 5% in lieu of benefits + 4% vacation pay

---

*Community Living York South is committed to “supporting people with intellectual disabilities to live, learn, work, and participate in the community”. We envision a society where we all belong, where each of us is valued, celebrated and recognized as essential to the achievements and enrichment of us all. We are inviting applications from passionate individuals who apply a person-centered approach in creating dynamic 24-hour supports that foster meaningful and life enhancing achievements.*

---

The Community Support Program outreach staff work with people living independently and/or at home with families to help them plan, advocate, create and access supports in the community. “Helping others to help themselves”.

### Qualifications:

1. Bachelor of Arts/ Psychology, Developmental Service Worker/Social Service Worker or equivalent, relevant experience.
2. **MUST be fluent in Tamil with excellent oral and written skills.**
3. Outstanding public speaking & PowerPoint skills for presentations to various community groups to promote inclusion to raise the profile & awareness of individuals who have an intellectual disability.
4. Excellent interpersonal and problem solving skills to work proactively as a member of a team.
5. Positive and empathetic in working with people who have an intellectual disability and their families.
6. Proven sensitivity and ability to work within a culturally diverse population.
7. Demonstrated achievements in community development and community capacity building.
8. Superior computer skills in MS Office, Adobe in Design, search engine capabilities and the ability to create and maintain on line content HTML, Blog.
9. G-class license, with an exceptional driving record, access to a reliable and insured vehicle.
10. Flexibility to travel across Southern York Region including Markham, Richmond Hill, Thornhill, Stouffville and Vaughan.
11. Knowledge of fundraising and special events planning coordination.
12. Volunteerism workshops and volunteer recruitment activities.

### Position Summary:

1. To liaise and build trusting rapport with families for initial intake and access to Community Living York South services as well as to assist families to access information and resources to obtain supports and services within the community.
2. To assist families to access developmental services in areas such as accommodation, education, recreation, day supports, respite and financial resources as part of the regional community response process as well as accessing health services or other resources, as needed.
3. To liaise and build partnerships with local community resources and services through active participation and the inclusion of people who have an intellectual disability.
4. To search for alternative funding options to support the creation of new opportunities for families active participation in all Community Living York South special events and membership development. The use of social capital to develop opportunities.

.../cont'd pg 2

**Position Summary:**

.../cont'd from pg 1

5. To increase public awareness of people who have an intellectual disability through active participation in our Speaking Engagements to promote community awareness of the services provided by Community Living York South.
6. To assist people supported and their families to develop self-advocacy skills arrange opportunities for families to network through forums and community workshops for the purpose of information sharing, education and the initiation of change.
7. To create youth options for people supported and their siblings for youth and peer interaction. Liaising with elementary and secondary schools to plan for transitions and promoting opportunities for inclusion in the educational system.
8. To be a proactive team member and promote the Association values of teamwork within Community Living York South and with all stakeholders, direct and community outreach staff, family members and community partners.
9. To carry out any administrative procedures that may be required by the Association or government legislation related to the support of people with intellectual disabilities and their families.
10. To engage in projects as directed by Supervisor

**Reporting to:** Ritu Singarayer: Community Support Program/Project Home Supervisor

**Start Date:** ASAP

**Please Quote Job Posting: #12-3**

**Please send your letter of application and current resume to: 101 Edward Avenue, Richmond Hill L4C 5E5  
Fax: 905-737-3284 Attention: [careers@communitylivingyorksouth.ca](mailto:careers@communitylivingyorksouth.ca)**

**Close Date: February 10, 2012 – 4:00 p.m.**

*We thank all interested applicants, however, we will only contact those who best meet the requisite skills, experience and qualifications. No telephone inquiries please. Community Living York South is an equal opportunity employer. This may be posted externally at [www.communitylivingyorksouth.ca](http://www.communitylivingyorksouth.ca)*