



POSTING

Posting date: Wednesday June 6 2018

Application Submission Deadline: 9 am, Monday June 18 2018

Please submit application package, in confidence to:
selena.boutilier@contacthamilton.ca or fax: 905-522-6957

We will only contact those selected for an interview. Thank you.

Passport is funding program. Funding is used to help adults with a developmental disability to live more independently by developing skills, and to be involved in their community. The Passport Program is funded by MCSS. The Passport Program for people living in the Hamilton-Niagara Region is administered by Contact Hamilton.

Position: Passport Program Co-Lead



Category	Full Time Permanent
Effective Date	Immediately
# Positions Available	1
Reports to	Passport Program Manager
Location	Main Office Site, 140 King Street East, Hamilton Travel is a requirement. The candidate must be willing and able to travel across the whole of the Hamilton-Niagara Region.
Preferred Qualifications	<ul style="list-style-type: none"> • Post-secondary degree or diploma in human services or a related discipline • Minimum 5 years' experience working in the field of adult developmental services • Extensive working knowledge of the developmental services sector, specifically knowledge of the services and supports available to consumers and families • Experience with case management, program coordination and consumer education • Excellent customer service skills; responsible and sensitive to the needs of consumers

	<ul style="list-style-type: none"> • Informal team leadership experience in a similar office environment
Skill Set	<ul style="list-style-type: none"> • Demonstrated ability to develop effective and collaborative working relationships with individuals, families and service providers • Excellent interpersonal and facilitation skills • Excellent verbal and written communication skills • Able to effectively deliver presentations and information sessions to consumers, families, and service providers • Critical thinking, including ability to interpret and apply guidelines, policies, and procedures. • Exceptional ability to problem solve and use professional judgement • Ability to work independently and as part of a team • Strong organizational abilities; ability to work in a fast-paced and dynamic environment • Excellent computer skills, proficient in a Windows environment; able to learn software / database systems and work in multiple systems. Able to support data entry, word processing, email and keyboarding. • Demonstrated commitment to the values and service model of the organization • Ability to operate in an ever-changing work environment
Qualities	<ul style="list-style-type: none"> • Positive and open-minded • Has integrity • Is trustworthy and honest • Accountable • Reliable • Dedicated – will do what is required • Takes initiative • Values diversity
Key Duties (not exhaustive)	<ul style="list-style-type: none"> • Effective provision of case coordination to consumers with complex presentations • Provision of consultation to caseworkers to support them in providing case coordination to people on their caseload • Review of reimbursement claims • Oversight of key consumer processes • Development and delivery of community education sessions regarding the Passport Program • Liaison with key service provider partners • Data entry and documentation • Travel is a requirement
FLS and Diversity	<ul style="list-style-type: none"> • French language is an asset • Contact Hamilton welcomes applications from people reflecting the diversity of our communities • We are an equal opportunity employer. If you require disability-related accommodations, please advise.