

Full Time Bilingual Transition Coordinator

Community Living North Bay requires one Full Time Bilingual Transition Coordinator. Under the direction of the Manager you are responsible to assist young people with an intellectual disability and their families in developing and managing a transition plan that will involve facilitating linkages with agencies and the broader community.

QUALIFICATIONS:

1. Bachelor's degree in the field of Human Services and/or Bachelor's degree in Education
2. Valid Driver's Licence and Vehicle required
3. Bilingual Language Proficiency evaluations required
4. Experience working in the community with families, teens and young adults
5. Knowledge and experience with Person Centered Planning and Individual Education Plans
6. Proven ability to assess the needs of teens/young adults/families in order to develop and implement appropriate Transition plans
7. Identify, establish and maintain linkages with community resources
8. Knowledge of Service Delivery Systems for employment, education and training
9. Experience with group facilitation and public speaking
10. Strong time management, organization and documentation skills
11. Experience working within the education system
12. Able to work as a leader, coordinator and member of a team
13. Standard First Aid Course
14. Non- Violent Crisis Intervention certification
15. Excellent communication skills (oral and written)
16. Well Developed interpersonal skills
17. Competence in the use of computer software programs

SALARY PAYGRID: \$38 512.50 - \$45 981.00 per annum plus benefits
SCHEDULE: Monday – Friday 37.5 hours with flexibility for evenings

SEND RESUME BY May 7, 2019 TO: File S-19-0008

**Community Living North Bay
741 Wallace Road
North Bay, ON P1A 0E**

Or email: humanresources@communitylivingnorthbay.org

We encourage all interested employees to apply.

We thank those who submit an application, and advise that only those who are chosen for an interview will receive a reply.