



COMMUNITY LIVING

North Bay

INTÉGRATION COMMUNAUTAIRE

North Bay

Transitions Coordinator (Bilingual)

Competition: S-23-0011

Posted: October 16th 2023

Closes: October 23rd 2023

Are you passionate about empowering individuals with intellectual disabilities to lead independent and fulfilling lives? Do you excel in building collaborative relationships and connecting people with resources? If so, we have an exciting opportunity for you to make a meaningful impact as a **Transitions Coordinator (Bilingual)**

POSITION OVERVIEW:

As a Transitions Coordinator (Bilingual), you will play a crucial role in assisting students and young adults with intellectual disabilities in their journey towards independence. You will work closely with families, school personnel, and community support networks to develop and implement individual transition plans that pave the way for a successful transition into adulthood.

KEY RESPONSIBILITIES:

- Collaborate with students, parents, and school staff to create and implement individualized transition plans that encompass goals, strategies, and support mechanisms.
- Develop and maintain a comprehensive database of community resources, services, and agencies to ensure program participants have access to essential support networks.
- Research, design, and implement age-appropriate training curricula that align with the needs of program participants, covering areas such as mobility skills, personal care, self-advocacy, community engagement, and safety.
- Plan and execute engaging training programs, potentially including summer programs or evening/weekend courses, either organized by the coordinator or procured from external services.
- Provide guidance to program participants and their families in navigating available funding resources such as OSAP, ODSP, SSAH, and ODSP Employment Supports.

ARE YOU THE RIGHT PERSON?

- You have a University Degree in Human Services and/or Education.
- Bilingual
- You have a valid driver's license and vehicle
- You have experience working in the community with families, teens and young adults.
- You have the proven ability to assess the needs of teens/young adults/families in order to develop and implement appropriate Transition Plans.
- You have experience with group facilitation and public speaking.

- You have strong time management and, organization, documentation, and communication skills.

NICE TO HAVES BUT NOT REQUIRED (WE WILL TRAIN YOU)

- Standard First Aid Course

SALARY PAY GRID: \$39,916.50 - \$47,385.00 plus benefits

SCHEDULE: Monday – Friday 37.5 hours per week with flexibility for occasional evenings and weekends.

LOCATION: North Bay – In person

SEND RESUME TO:

**Community Living North Bay
741 Wallace Road, North Bay**

Or email: hrscheduling@communitylivingnorthbay.org

Community Living North Bay is committed to creating a culture of equity, diversity and inclusion across our organization. Community Living North Bay offers accommodation for applicants with disabilities in its recruitment processes. Should you require accommodations we will work with you to meet your needs

We thank those who apply and advise that only those who are selected for an interview will receive a reply.