



CAREER OPPORTUNITY



Developmental Behavioural Aide (DBA) Program Coordinator (1.0 FTE)

Pacekids Programs is currently looking for a full-time **Developmental Behavioural Aide (DBA) Program Coordinator** – based out of our North office (808 55th Avenue NE). The preferred start date for this candidate is April 3, 2018, however it can be negotiated with the successful candidate.

The main responsibility of the **DBA Program Coordinator** position is to ensure the successful coordination and execution of services provided under the Developmental Behaviour Aide (DBA) program funding through Family Support for Children with Disabilities (FSCD) – specifically our DBA programming involving therapists. This includes managing the funding contracts, supporting families, Family Development Coaches (aides), and the therapy team, and collaborating with the broader FSCD team.

PACEKIDS PROGRAMS IS FAMILY FOCUSED AND STRIVES FOR EXCELLENCE IN THE THERAPY, EDUCATION AND FAMILY EMPOWERMENT OF CHILDREN WITH SPECIAL NEEDS.

RESPONSIBILITIES

- Confirm family eligibility for DBA program and facilitate intake process
- Support the Aides/Family Development Coaches (FDCs) – Through home visits, telephone and e-mail, providing FDCs with ongoing support, coaching and feedback on the work they're doing with the families
- Manage Contracts for Delivery of Services to Families
 - Coordinate SPPP review meetings with FSCD, family and therapists
 - Communicate with all parties involved to ensure accurate billing and record management
 - Support therapists to ensure FDCs are following through with strategies given
 - Address any issues related to family involvement with plans/goals
 - Regular home visits to support the successful execution of SPPP goals
 - Facilitate regular case conference meetings
 - Ensure contracts are renewed and paperwork received
- Providing additional supports as needed in relation to FSCD programming
- Team Accountabilities
 - Commit to the values outlined by Pacekids – working to create a positive and respectful workplace culture
 - Exceptional focus on customer service – providing exceptional support to the families we are privileged to serve, and support to the team members involved in the delivery of services
 - Work with the team to address any concerns, and improve processes and procedures





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REQUIREMENTS

- Candidates must be able to work a 37.5 hour work week that includes availability for 4pm – 6pm meetings (Monday – Friday)
- An acceptable combination of an undergraduate degree combined with experience working with children with disabilities and their families
- Clearance from a criminal record check including a vulnerability search, and clearance from an intervention record check
- Have a reliable vehicle, and a valid Driver's License; "Business Use" car insurance will be required
- Demonstrated ability to work independently, with an emphasis on self-initiative, professionalism, patience, maturity and tact
- Demonstrated ability to communicate and liaise with all stakeholders; managing different personalities and individual priorities, while fostering a team atmosphere
- Adaptability and flexibility in working with families with a variety of needs
- Ability to act decisively and proactively in a wide variety of situations
- Ability to manage stress and multiple deadlines
- Strong administrative, communication (written and oral), organizational and time-management skills
- Technical skills with e-mail and Microsoft programs required
- Experience/exposure to different therapies is an asset

We are looking to hire for this position as soon as possible. Please direct your resume and cover letter to: Lori James, Managing Director, FSCD Programs, Lori.james@pacekids.ca. Applications without a cover letter will not be considered.

Pacekids Programs understands the importance of the right person for the right job, and appreciates a diverse workforce. Pacekids Programs encourages all candidates with the required qualifications to apply for this position, and is committed to working collaboratively on determining appropriate accommodations.

