



*PACE Independent Living is leading and innovating to advance the quality of programs and services to support people with disabilities to live independently.*

The Edwards Manor Project is recruiting for a thirteen (13) months

## **CONTRACT- Full-Time**

# **CAP Coordinator**

### **Note:**

- Primary hours of work are Monday to Friday however due to changing Client needs hours may change accordingly.
- Agreement to successfully meet the requirements of the OBIA Neurorehabilitation Training Part 1&2 or Certified Brain Injury Specialist through the American Academy for the Certification of Brain Injury Specialists within 2 years (if applicable).
- A completed Competency Portfolio at Apprentice Level as related to a Value Added Role within 18 months in this position (if applicable).

### **Responsibilities**

- Provide individual on-the-job coaching of Community Facilitators to ensure each Client has an up-to-date meaningful and motivating Collaborative Action Plan (CAP).
- Ability to develop necessary CAP Goal "Aids" for successful achievement of Client CAP goal steps.
- Update, revise Goal "Aids" as necessary to assist Client to achieve personal CAP goals.
- To provide a liaison between a Client and their CAP Partners.
- Ability to maintain Client records to ensure accurate and up-to-date health information and Goal Aids.
- Assist Clients to make liaisons or connections within the community where appropriate.
- Ensure that relevant information is available for a Client by identifying information collection needs, following-up on information collection by specified Partners as planned, objectively summarizing goal-related information for Clients (e.g., number of times, types of occurrences, length of time, etc.) on a regular basis.

### **Qualifications:**

- Two year post-secondary degree or diploma in a related human services discipline is required.
- Experience working with persons who have acquired brain injury, including those with complex health, addiction and mental health issues.

### **Skills:**

- Excellent interpersonal skills.
- Excellent verbal, written and listening communication skills.
- Strong relationship building and problem-solving skills.

*PACE Independent Living is an inclusive employer.  
Accommodation is available under the Ontario Human Rights Code.*

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- Ability to demonstrate a collaborative, "coaching" model of service delivery to Clients with an ABI.
- Demonstrated skills in integrating knowledge of the effects of brain injury, inclusion and interdependence philosophies in the context of Client-driven services.
- Ability to meet the support care needs, as directed by the Client.
- Ability to work independently and in a team environment.
- Must be able to demonstrate understanding/knowledge of Policies & Procedures.
- Friendly and professional manner.
- Good working knowledge of basic computer skills (Microsoft Office, Outlook and Word).
- Good understanding of the basic Health & Safety responsibilities and procedures under the *Occupational Health & Safety Act*.

Wages: As per "Schedule A" of the OPSEU Collective Agreement, the hourly rates for this job classification, are as follows:

	<u>Hourly Wage</u>
Novice	22.848
Apprentice	25.237
Practitioner	27.666
Resource	30.059

Interested candidates must submit a current resume and cover letter,  
quoting Job Competition Number 16.CFT.EM.CAPC.0004  
no later than **5:00 p.m. on Friday, December 9, 2016**  
to Human Resources  
Email: [careers@pace-il.ca](mailto:careers@pace-il.ca) or fax: 416.789.7807

**Internal Posting: Application is restricted to PACE employees who are current Clients of OPSEU, Local 587.**

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Date Posted: Wednesday, November 30, 2016

Date Posting Expires: Friday, December 9, 2016

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