



Haldimand-Norfolk

REACH

supporting children, families, communities

Haldimand-Norfolk REACH is a multi-service agency, providing Children's Mental Health Services, Autism & Behaviour Services, Developmental Services, Youth Services, Family Services, and several Early Learning Intervention & Care services including EarlyON Child & Family Centres and the Community Action Program for Children.

H-N REACH serves as the Lead Agency for Haldimand Norfolk Children's Mental Health Services, Coordinated Service Planning and the Student Nutrition Program in the Hamilton/Niagara Region. Through our Contact Unit, the agency serves as the single point of access for a variety of children's services.

H-N REACH is recognized as a local leader in community education, advocacy, inter-sector collaboration and Community Service Planning.

Developmental Services Unit
FAMILY RESPITE COORDINATOR

Ref. #2024-65

Full-time (35 hrs/wk), Permanent, Salaried

Salary: Step 1 \$47,177 - Step 2 \$53,073 - Step 3 \$58,970

Benefits: *Comprehensive, Extended Health Benefit Plan includes Health & Dental Benefits & RRSP).*

Assist families with children with a diagnosed developmental disability or a physical disability living in the counties of Haldimand & Norfolk with applications to, and service delivery for, the following programs: Special Services at Home, Assistance for Children with Severe Disabilities, Medically Fragile funding, Out-of-Home and Autism Respite funding and other sources as needed.

Responsibilities:

- Assist families with the completion of following applications: Special Services at Home, Assistance for Children with Severe Disabilities, Medically Fragile funding, Out-of-Home and Autism Respite funding and other sources as needed
- Assist families in developing long range plans in regard to Special Services at Home/Respite/Medically Fragile Respite needs
- Complete all screening requirements and assist families in choosing workers that meet the family's expectations
- Be familiar with and follow guidelines, current legislation and program requirements as required by Ministry and Agency
- Liaise with families, community agencies, professionals, and referral sources.

Qualifications:

- Successful completion of a University degree in the social sciences, focus of study should be on developmental psychology and/or developmental disabilities, or an acceptable equivalent
- Work related experience in the field of developmental services, including knowledge of life planning and an understanding of the basic principles of normalization and inclusion
- Extensive working knowledge of the community and its resources
- Ability to problem solve, think creatively and act quickly to meet family's needs
- Ability to deal with crisis situations
- Emotional maturity, tact, patience, ability to obtain the confidence of, and develop a relationship with children, parents and professionals
- Demonstrated skills in the area of case management, supportive counselling, and treatment planning
- Computer literacy
- Excellent verbal, oral and written communication skills
- Vulnerable Sector Record Check (includes Criminal Record & Judicial Matters Check) and Children's Aid Society Declaration/Release
- Possession of a valid driver's licence, \$2 million vehicle liability insurance, clear Driver Abstract and use of a vehicle.

Applicants are welcome to email the Developmental Services Manager, Tracey Taylor, ttaylor@hnreach.on.ca for more information about full benefit package and career growth opportunities, or to find out more about working at H-N REACH.

Please submit a cover letter (citing the reference # above) & resume by email to jobs@hnreach.on.ca by February 13th, 2025 to:

Lynn Tessaro, Human Resources Manager

Haldimand-Norfolk REACH

101A Nanticoke Creek Parkway, Townsend, ON, N0A 1S0

Website: www.hnreach.on.ca

Only those selected for an interview will be contacted

Please contact us if you require accommodation

A United Way member Agency



COME GROW WITH US

Join the REACH team to make a meaningful difference
in people's lives every day!