

# Cheshire Supports to Independent Living Inc.

## Junior Coordinator

Belleville, Trenton and Surrounding Areas

(Includes days, evenings and week-end hours)

Cheshire is a non-profit organization funded by Ontario Health. Cheshire supports individuals by providing personal attendant care services who live with permanent physical disabilities in their own homes in Hastings & Prince Edward Counties.

### **Job Summary**

Under the direction of the Executive Director and the Director of Client Services he/she is responsible for providing a variety of coordinator related duties in a fast paced environment.

### **Duties**

- Attend seminars, workshops and conferences.
- Participate in meetings internally for purposes of information sharing and updates as required.
- Assist in reviewing Outreach/Supportive Housing/Assisted Living Program employees completed required paperwork, i.e. timesheets, mileage, client reports, etc. as needed in collaboration with Program Coordinator(s).
- Assist with employee and client files including updates, purging and scanning as required.
- Ensure the compliance of the Policies and Procedures on confidentiality and privacy with all employees.
- Work with scheduling software to assist with Program schedules when required.
- Ensure familiarity and understanding of all scheduling related parameters as outlined in collective agreement that covers all Program PSW's.
- Ensure familiarity and understanding of client/staff face sheets including information contained within them that is pertinent to scheduling client visits.
- Assist Coordinators in verifying accuracy of all front line employee timesheets and mileage claims.
- Assist with review of resumes and reference checks for potential PSW candidates.
- Assist with orientation preparation including employee files and paperwork required.
- Assist with job fairs and other events.
- Assist Director of Client Services/Coordinator of Client Services with client assessments completing new files and shadowing during visits.

### **Experience**

- A pleasant and efficient manner when dealing with the public, staff and clients both in person and on the telephone
- Excellent communication skills
- Organizational ability, good judgment and tact
- Excellent computer skills
- Strong organizational skills with the ability to multitask and prioritize tasks effectively
- Proficiency in proofreading documents for accuracy
- Familiarity with file management and phone systems
- Experience using computerized systems for data entry and record keeping

**Please submit a cover letter and resume to:   Cheshire Supports to Independent Living Inc.  
Attention: Sandi Bench  
41 Pinnacle Street South, Belleville, ON K8N 3A1  
Fax: 613-966-2461**

**Or by email to:   sbench@cheshirehpe.ca**

Cheshire is an Equal Opportunity Employer. Accommodations can be made for interviews.

Thank you to all applicants. Only those selected for an interview will be contacted