



Home Share Manager Position (Terrace)

Challenge yourself in a rewarding environment by joining a progressive and empowering agency. TCS is seeking a skilled, experienced and self-directed Home Share Manager to support and enhance the quality of life for individuals funded by Community Living BC. The Home Share Manager plays a vital role in ensuring that home environments meet the needs of the individuals and providers, and are responsive to the changing needs of both parties.

Duties include:

- Recruitment, support and monitoring of Home Share Providers.
- Oversee and support a caseload of approximately 25 contracted home share providers, ensuring high-quality care, safe and welcoming homes for individuals, and compliance with CARF, CLBC and TCS standards.
- Conduct home studies and oversee the selection and screening process of applicants
- Initiate, renew and terminate contracts, as needed
- Collaborate in a person-centered planning process that empowers individuals to achieve their goals.
- Keeping up to date organized, detailed and confidential records using clear and professional language.
- Proactively minimizing the potential for crisis and addressing crises as they occur.

Qualifications:

- A minimum of two years supervisory experience
- Demonstrated experience working in the Community Living Services sector, or related field.
- Strong supervisory skills with experience in mediation and advocacy.
- A sincere commitment to providing quality services to individuals with developmental disabilities.
- Excellent interpersonal and communication skills, with the ability to build relationships with individuals, families, staff, government agencies, and community partners.
- Ability to adapt your schedule to meet the needs of the individuals and home share providers.
- Strong communication skills, both orally and written

This is a salaried management position, with an annual starting salary of \$71,020.56, based on education, credentials, and experience. The compensation package includes company-paid benefits, and a defined benefit pension plan through the Municipal Pension Plan.

A personal vehicle and valid driver's license are required.

This position is open until filled.

Please send your cover letter and resume to: Sue Kingston skingston@tcsinfo.ca