



SUPPORTS FOR COMMUNITY LIVING
SUPPORTS POUR L'INTÉGRATION
COMMUNAUTAIRE

Vision statement: *Every person we support will have a full and meaningful life, which means having a home, relationships of all kinds, and a variety of socially valued roles.*

Mission statement: *Rygiel Supports for Community Living serves people who have a developmental disability and multiple handicaps. The services are determined by a person's individual needs and are designed to enable each person to be a fulfilled participatory member of the community.*

PANDEMIC PROCESSES COORDINATOR

Six Month Contract Position
Effective January 2021 – June 1, 2021

The successful candidate, reporting to the Manager of Residential Services or designate, will manage all processes required in the agency related to Covid – 19 and assist with other health care supports as needed.

You will achieve organizational goals and objectives while supporting the agency's vision through affirmative values-driven stewardship. You will deliver high quality services that are responsive to the individuals being served in a cost-efficient manner. You will create and maintain an environment that is supportive of our employees and contribute to the health of the organization.

Key functions include:

- Receive and review all related correspondence regarding Covid – 19.
- Recommend updates to procedures and processes including screening tools. The employee will ensure agency compliance with requirements set by Public Health, Ministry of Children, Community and Social Services, local authorities and other governing bodies.
- Provide all required training to staff on matters related to Covid – 19 including regular training on appropriate use and handling of PPE, infection control and handling of an Outbreak.
- Communicate with Public Health and other authorities as required.
- Conduct regular audits of each location's Covid binder, screening tool and other Covid related records to ensure completion, updates and compliance with requirements.
- Identify employees who are not following procedures including incomplete screening. The candidate will meet with the employee and determine what action is needed and follow through ensuring future compliance.
- Works with Manager of Operations to ensure adequate PPE supply at each location, adequate stock of emergency supplies
- In the event of an outbreak, support the Service Coordinator at the location - arranging for full PPE, helping with information for tracing, notification to staff and visitors, assisting the home to get supplies including groceries, etc
- Provide specific training to the location based on the needs at the time and direction from Public Health
- Work with the Manager of Residential Services/Health Care Coordinator on communication to all related parties including Service Coordinator Team, 4Vision Team
- Documentation of all work
- Future - coordination of vaccination program as directed

Additional Responsibilities

- Health and Safety inspections of each location
- Training of staff in personal care, pharmacology

Requirements

- Healthcare Background (nursing, pharmacy etc)
- Experience in Developmental Services including personal care
- Commitment to Rygiel's vision and beliefs
- Minimum of 1 year of Supervision experience or equivalent with demonstrated effectiveness
- Own vehicle and driver's license
- Police Clearance Vulnerable Sector; CPR and First Aid
- Ability to work independently and with others
- Good organizational skills, resourceful, audit and analytical skills
- Demonstrated effective listening, writing and oral communication skills, proper documentation
- Proven computer skills (proficiency in MS Office package, ie. WORD, EXCEL, OUTLOOK, AIMS)
- Excellent listening/communication skills, and demonstrated effective writing and reporting skills, proper documentation
- Experience in teaching others

Qualified individuals are invited to submit their resume via fax or email, along with a cover letter by January 22, 2021, to:

RYGIEL Supports for Community Living – Attention: Human Resources

220 Cranbrook Drive, Hamilton, ON L9C 5V7

E-Mail: humanresources@rygiel.ca

Fax: 905-525-5933

We thank all applicants for their interest, however only those being considered for an interview will be contacted. No phone calls please.

RYGIEL Supports for Community Living is an Equal Opportunity Employer and will also provide reasonable accommodations, accessible formats and communication supports upon request to persons with disabilities who take part in all aspects of the recruitment and selection process.