



Passport Coordinator

Position:	Passport Coordinator (2 positions)
Program:	Passport Program
Contract:	One (1) year; temporary full-time; 35 hours/week
Location	128A Sterling Road
Salary:	\$49,142 – \$60,503 Grade 7 BU
Application Deadline:	January 29, 2019, 5.00pm
File Number:	PASS #3-19 – with cover letter and resume
E-Mail:	hrdep@familyservicetoronto.org
Mail:	HR, Family Service Toronto, 355 Church Street, Toronto, ON M5B 0B2
Web:	familyservicetoronto.org

Family Service Toronto (FST) helps people face a wide variety of life challenges. For over 100 years, we have worked with individuals and families destabilized by precarious mental health and/or socioeconomic circumstances, to achieve greater resilience and stability in more just and supportive communities. We achieve this through our direct service work of intervention and prevention which includes counselling, peer support and education; knowledge building; and system-level work including social action, advocacy, community building and working with partners to strengthen the sector.

The Passport Program is funded by the Ministry of Community and Social Services to provide opportunities for community participation and respite supports for adults with developmental disabilities. Under the direction of the Manager, Passport and Person-Directed Planning Programs, the Passport Coordinator is responsible for providing education about the Passport Program; information about and links to services and supports; and to support a caseload of clients to use their Passport funds effectively. To accomplish these responsibilities, the Coordinator will work positively and proactively with clients and their families/supporters. We are committed to developing a diverse service team that reflects the diversity of the population who live and work in the City of Toronto.

In applying, please clearly identify how you meet the specific qualifications outlined.

RESPONSIBILITIES

- Receives information from Developmental Services Ontario (DSO) regarding eligible clients and uses the Passport mapping process to determine the amount of funding that a client will receive if funding is available
- Supports the prioritization process for individuals who are waiting for Passport funding
- Manages a caseload of Passport clients as assigned by the manager
- Ensures that services are accessible, responsive and respectful of clients' values and needs
- Communicates with clients and their families if applicable to provide support in using Passport funds to meet client goals
- Reviews client files as required with the manager to ensure consistent scoring among Passport Coordinators
- Communicates with new clients in person or on the phone to educate them about the program, to review funding options and guidelines, to provide information about other services and supports and well as to ask the client to sign required forms
- Monitors client budgets and ensures that clients use funds within the Passport guidelines

- Ensures that client information in the database is current and accurate
- Provides ongoing education and information to clients and families about funding as required
- Ensures that clients and families have access to information regarding all available options for use of funding
- Assists clients by using knowledge of developmental services in Toronto and understanding of community inclusion to access the supports and services they require to achieve their goals
- Strengthens the capacities of clients, families and communities to value and support individuals with disabilities by respecting their strengths, competencies, expertise, resilience and capacities as well as by fostering their inclusion, self-development and participation within communities
- Receives phone calls and emails and provides appropriate information
- Ensures that client files are current and completed as per agency policies and procedures
- Educates other agencies in the sector about the Passport Program

QUALIFICATIONS

- A post-secondary degree in social work or a diploma as a social service worker or an equivalent combination of education and experience over a minimum three-year period (foreign credentials and relevant experience will be considered)
- Minimum of three years of experience in the social services field
- Sound professional judgement
- Sound understanding of issues faced by people with developmental disabilities
- Experience assisting clients to develop goals and plans and working in a person-directed approach
- Extensive knowledge of the developmental services sector and of community-based resources in the Greater Toronto Area
- Detail oriented -able to work with numbers and budgets as well as accomplish other administrative tasks in a fast-paced environment with tight deadlines
- Good organizational, time management and computer skills including familiarity with database applications
- Strong interpersonal and communication skills (e.g., verbal, written and listening)
- Ability to work independently and apply creative problem-solving strategies
- Ability to work collaboratively and to develop strong working relationships with other services providers, internally and externally
- Demonstrated commitment to principles of social justice, equity, inclusion and cultural competency
- Ability to work flexible hours (e.g., one evening per week)
- Current and satisfactory criminal reference check/vulnerable sector check

In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and FST's Equity and Inclusion policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.

We thank all applicants and will contact the individuals selected for an interview.

No phone calls please.