



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, Permanent, Salaried (two positions)*

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

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
- 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.

**Please submit a cover letter (citing the reference # above) & resume by email to [jobs@hnreach.on.ca](mailto:jobs@hnreach.on.ca) by January 2<sup>nd</sup>, 2025 to:**

Lynn Tessaro, Human Resources Manager

**Haldimand-Norfolk REACH**

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**Website:** [www.hnreach.on.ca](http://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!