



ONGWANADA VACANCY

Ongwanada is committed to improving the quality of life for hundreds of people with developmental disabilities and their families in Kingston and eastern Ontario and is seeking an experienced and highly motivated individual to fill the following position:

PERMANENT FULL TIME PERSON CENTRED PLANNER

File No:	MNU-19-01
Date Posted:	February 6, 2019.
Closing Date:	February 13, 2019.
Hours of Work:	36.25 hours per week
Wage:	Ongwanada offers a competitive benefit package. The salary will commensurate with experience.

POSITION:

This program supports adults and children to develop person centred plans that adhere to the Person Centred Planning Model, i.e.; building on strengths, abilities and desires of person served ensuring the person has authentic choices and options. The Person Centred Planner is required to develop and maintain relationships with individuals with disabilities, their families and support network.

DUTIES AND RESPONSIBILITIES:

- Managing the Person Centred Planning process, ensuring compliance and functioning as the chair of the Person Centred Planning meeting and any related interim planning meetings;
- Working through existing support systems ensuring a coordinated delivery of supports desired outcomes;
- Supporting the teams to focus on measurable and observable outcomes for the individual;
- Liaising with community partners to ensure appropriate planning & supports are identified & implemented;
- Providing an advocacy role, as required;
- Ensuring that individual's rights are upheld and wishes are addressed;
- Writing clear, concise plans, e-mails, memorandums & letters to achieve outcomes;
- Performs other related duties as assigned.

For the complete position description please contact Human Resources at careers@ongwanada.com

QUALIFICATIONS, SKILLS & KNOWLEDGE REQUIRED:

- Social Science degree or a diploma from a Social Science Program or related field of study;
- Minimum of two years of experience in a related field, preferably in a supervisory role;
- Knowledge of and experience in working with individuals with a developmental disability and their families;
- Experience & training in Person Directed Planning and an understanding of developmental disabilities;
- Strong team player with good time management skills;
- Discipline and organizational skills to work independently and off site, as required;
- Strong writing skills to provide regularly documentation for all your work;
- Strong facilitation and group dynamic skills; Strong communication and interpersonal skills;
- A valid Class G Driver's license with full driving privileges, insurance and access to a vehicle;
- Word processing, Access and computer skills are required;
- Knowledge of Ongwanada's services as well as external community resources is an asset;
- Bilingualism (French) would be an asset.

Les candidats bilingues sont fortement encouragés à soumettre leur candidature.

Please submit a **Cover Letter and Resume** quoting file number by 4 pm on the noted closing date to:

Human Resources Generalist,
Ongwanada 191 Portsmouth Avenue
Kingston, ON K7M 8A6
Fax (613) 548-8135 Email: careers@ongwanada.com