

## VALOIS RESIDENCE COORDINATOR

### MAIN FUNCTION:

The Valois Residence Coordinator has responsibility at all times for the ongoing operation of the WIAIH Residence in a manner consistent with the stated goals and philosophy of the Association so as to ensure the daily well-being of the residents at all times.

### SPECIFIC RESPONSIBILITIES:

#### I. RESIDENTS

2. In conjunction with the other staff of the Residence to establish structures to meet the needs of the residents.
3. To participate in and monitor the development and implementation of Individual Life Plans when appropriate.
4. To evaluate and improve the Residence on an ongoing basis to ensure cleanliness, functionality, safety and aesthetics of the building.
5. To ensure that all the ongoing "housekeeping" tasks inherent in running a household, such as shopping, cooking, etc. are properly done.
6. To ensure that residents receive necessary medical and dental care.
7. To ensure that residents are properly and appropriately dressed.
8. To encourage utilization of generic community resources by residents and to ensure that residents participate in activities outside the residence in keeping with their needs and tastes.
9. To establish effective means of communication with and involving families and act as mediator if needed between families and caregiver.
10. To set up and participate in the admission process.
11. To manage the respite function of the residence or delegate responsibility, as appropriate.
12. To promote and model leadership to the WIAIH team.
13. To attend meetings as required on a clinical level.
14. To establish and ensure that adequate systems of documentation are maintained.
15. To support staff in their duties when needed.

#### II. HUMAN RESOURCES

1. In conjunction with the Executive Director, to ensure that staff are provided with required in-service training and the support necessary to function effectively.
2. To ensure that the new staff receive orientation to both WIAIH as a whole and to the Valois Residence specifically.
3. To set up and maintain daily schedules of staff.
4. To complete performance review of all staff reporting to him/her, on a regular basis.
5. In conjunction with the Executive Director to prepare job descriptions.

6. To hire and dismiss program staff, subject to the ratification of the Executive Director.

### III. ADMINISTRATION

1. To ensure that required data (i.e. attendance, finances, etc.) are submitted to the proper authorities.
2. To oversee budget development and to ensure that ongoing expenditures are within budgetary limitations.
3. To ensure that payroll is completed in the time-frame necessary.
4. To ensure that the building(s) is (are) adequately maintained so as to ensure the safety and well-being of the residents.
5. To verify petty cash and authorize expenditures.

### IV. ASSOCIATION

1. As a member of the senior staff committee to have input into the overall development of the Association as required.
2. To ensure the participation of the program staff in overall program and policy development by representing their views at senior staff meetings.
3. To transmit information from senior staff meetings and to interpret decisions reached there to the staff of the Residence.
4. In conjunction with the Executive Director and other staff to identify gaps in the service system, and to have input into the development of services within this particular service area.
5. To represent the Association and ensure the department functions as an integral part of the whole.
6. To carry out any other responsibilities assigned by the Executive Director.

The Valois Residence Coordinator reports to the Executive Director and is accountable to the WIAIH Board of Directors.

Bilingualism is an asset.

E /2006, 2009/2010/2015/2018