



# SAMPLE JOB DESCRIPTION

HOME SHARE COORDINATOR



## ACKNOWLEDGEMENTS

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# OVERVIEW OF DRAFT ROLES

The follow is a sample job description for a Home Share Coordinator. The draft program budget also includes a requirement of a 0.1 FTE supervisor.

The Home Share Coordinator role is a multifaceted position focused on developing, implementing, and managing a pilot home share program designed to provide residential support for adults engaging in a shared living arrangement as home providers and seekers.

This coordinator is responsible for overseeing the entire lifecycle of the program, from designing pilot project parameters and engagement materials to recruiting and supporting home share providers and participants.

Key responsibilities include establishing and maintaining quality home share arrangements, engaging with stakeholders, managing crises, contributing to policy development, and ensuring program compliance and improvement. Additionally, the coordinator leads promotional efforts and the creation of educational materials to ensure the program's visibility and success. This role requires a blend of strong interpersonal, organizational, and leadership skills, alongside a deep commitment to enhancing the lives of the community through innovative residential support options.

# JOB DESCRIPTION: HOME SHARE COORDINATOR

## ABOUT THE ROLE

The Home Share Coordinator plays a crucial role in coordinating home share (residential support) services for adults. Our project offers a unique, affordable housing alternative by connecting homeowners with compatible home seekers while providing ongoing support. *[Insert one or two sentences that describe the specific iteration of this program and its characteristics and benefits.]*

This position involves close collaboration with home share providers and home seekers, and relevant agencies to develop and maintain quality home share arrangements.

## ABOUT THE ORGANIZATION

*[provide brief org description here]*

## RESPONSIBILITIES

### Pilot program design and implementation

Lead the design and execution of the home share program as a pilot project. This includes developing and disseminating engagement materials to effectively communicate the program's goals and benefits to potential home share providers and participants. Spearhead the creation of comprehensive program policies, procedures, and educational materials to ensure consistency and quality across all aspects of the program. Lead promotional efforts to raise awareness and support for the initiative within the community, leveraging various communication channels and community events to maximize reach.

### Policy and procedure development

Contribute to the development and revision of policies, procedures, and best practices related to home share services. Ensure all activities comply with regulatory requirements and organizational standards.

### Program coordination and support

Develop, implement, and monitor home share arrangements, ensuring compliance with organizational standards and quality assurance measures. Provide ongoing support to home share providers, including recruitment, screening, training, and performance evaluation.

## **Participant engagement and training**

Maintain effective communication and relationships with home share providers, home seekers, and external agencies. Facilitate participant matching, meetings, orientations and trainings to ensure smooth transitions and adjustments for participants.

## **Crisis management and support**

Serve as a primary contact for emergencies, offering guidance, referrals and support to resolve issues promptly and efficiently. Implement risk management strategies and emergency response plans.

## **Ongoing monitoring and evaluation / quality improvement**

Participate in quality improvement initiatives and program evaluations to enhance service delivery and outcomes. Work closely with the management team to evaluate the pilot's effectiveness and make recommendations for future scalability and improvements.

## **Financial and administrative oversight**

Oversee budgetary and administrative aspects of home share arrangements, including approving payments and managing expense reports. Ensure accurate and timely documentation and reporting.

## **QUALIFICATIONS**

### **Education and experience**

Post-secondary education in social work, psychology, or a related field. Minimum of two years' experience working in a similar role, preferably within the community living or developmental services sector.

### **Skills and competencies**

Excellent interpersonal, communication, and problem-solving skills.

Strong organizational abilities and proficiency in computer software (e.g., MS Office, database management).

Knowledge of community living services and a commitment to person-centered practices.

### **Additional requirements**

Valid driver's license and access to a reliable vehicle.

Must pass criminal records check, First Aid/CPR certification, and meet other employment screening requirements.

## WORK CONDITIONS

Job type: Full-Time, 3-year contract

Location: *[provide details]*

Compensation: \$35 /Hour plus comprehensive benefits package, including health, dental, and vision care.

Opportunities for professional development and continuous learning. *[provide details]*

Vacation: *[provide details]*

Hours of Work Per Week: 40, flexible *[update according to your organization]*

Scheduled Hours: Monday - Friday 9 am - 5 pm with some flexibility. Rotation of on call *[update as appropriate]*

This is a full-time position requiring flexibility to accommodate the needs of program participants. Some evening and weekend work may be necessary.

The role involves travel within the community to visit home share locations and engage with participants and community.

### Other details:

Closing date:

Application Process: *[provide details of the process]*

Interested candidates are invited to submit a cover letter and resume by *[insert application deadline here]*. Please indicate the position title in your application.