



## **Respite Advisor –Full Time**

### **Position Summary**

The Respite Advisor works on behalf of the Mississauga Halton LHIN'S Regional Caregiver Respite Program to act as a central point of contact for caregivers who need assistance to understand and choose the available menu of services offered for theirs and their care recipients' support. This role works within a client centred philosophy with the "caregiver as a partner in care".

### **RESPONSIBILITIES**

Under general supervision of the Central Registry Manager, the respite advisor works with caregivers and service providers to address and find the right choices that enables the caregivers to stay in control of their respite options. The respite advisor facilitates the caregivers' access to the full range of support available for health and wellness. The respite advisor is also responsible for maintaining the advisors database linking caregivers with the supports available and providing monthly and quarterly reports as requested.

The respite advisor works collaboratively to support the caregivers experience while receiving services and develops trusting relationships with referrals on behalf of the service organization(s).

### **SKILLS AND QUALIFICATIONS**

- Post-secondary education in relevant health or social service field
- Experience with formalized client assessments (preferably interRAI suite of tool)
- Experience working with diverse consumer population
- Ability to source and access community resources
- Proven interpersonal skills appropriate to build positive rapport with various stakeholders and to professionally represent all CRP service providers.
- Proficient use of computer technologies and software applications (GoldCare experience preferred)
- Ability to meet multiple priorities, in a dynamic environment, in a timely and efficient manner
- Valid Ontario Driver's license and a reliable insured vehicle
- Bi-lingual (English and French), both verbal and written is required.

### **Special Conditions**

- Flexibility to work extended hours, weekends, evenings and holidays on rotating shifts.

Candidates are asked to submit a Resume and Cover Letter, quoting job# 036 to Human Resources by 4:30pm January 29, 2017, by E-mail: [careers@nucleusonline.ca](mailto:careers@nucleusonline.ca)

Nucleus Independent Living welcomes and encourages applications from those with disabilities. Accommodations are available upon request.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.