BRAIN INJURY SOCIETY OF TORONTO (BIST)

JOB DESCRIPTION
ABI Community Coordinator – Violence Impact Initiative
Full Time

The Brain Injury Society of Toronto is a community non-profit supporting those living with the effects of acquired brain injury. Our mission is to enhance the quality of life for people in the City of Toronto, living with the effects of acquired brain injury through education, awareness, support and advocacy.

This ABI Community Coordinator within this initiative will assist victims of violence, including those at an increased vulnerability risk, in accessing medical diagnosis, housing, community supports and income. The staff will coordinate and implement individualized support for victims of relationship violence and vulnerable individuals who have experienced abuse. This will include assessing and evaluating the community impact of the project and will provide services for victims of violence who will often have undiagnosed or suspected brain trauma.

The Community Coordinator will address challenges relating to homelessness/living in poverty and accessing appropriate income support (ODSP/Canada Pensions Plan-Disability-CPP-D, spousal and child support, Victims Compensation). The Coordinator will also aim to access additional funds (Completing Tax Returns, Disability Tax Credit) and services such as obtaining identification, finding a family doctor and strategies for daily living. The staff will assist with housing and stabilizing the person's life, during the long and traumatic process of establishing independence. It will involve partnerships with shelter sites across Toronto and solicit involvement from victims groups and services.

Purpose of the Position

To provide services and supports to assist vulnerable or at risk clients with support in obtaining financial, housing and community supports.

Duties:

- Establish a caseload of eligible applicants through outreach and referrals from collaborative partner agencies
- Provide direct Case Management services to assist with securing and retaining community, financial, medical and housing supports
- Provide advocacy and mediation with supports/services
- Assist in the collection of identification, financial and medical documentation
- Work in partnership with legal clinics and other services as required
- Prepare regular status reports

- Collect and Prepare required statistical data
- Participate in meetings with project evaluation and monitoring team
- Some evening/weekend work may be required

Qualifications:

- Education – Degree/Diploma in Social Service related field
- Experience - 2 years in the social services field. Knowledge of Acquired Brain Injury and financial assistance programs is an asset.
- Experience working with people who experience cognitive impairments, mental health concerns and/or other barriers to accessing services.
- Ability to work independently as well as part of a team
- Demonstrated clear and strong professional boundaries
- Ability to speak a second language is an asset

Application Deadline: September 18th, 2019 by 4:30 pm

Accommodation will be provided in all parts of the recruitment and assessment process as required. If you require accommodation to submit an application, please email mvigar@bist.ca

Send a resume and cover letter to the attention of: Melissa Vigar, Executive Director By Email: mvigar@bist.ca

Please put in subject line: ABI Community Coordinator Application

Thank you to all applicants for their interest in the position. Only candidates selected for an interview will be contacted.