



Deafblind
Network Of Ontario
Réseau
de la surdicécité de l'Ontario

Today, the Deafblind Network of Ontario (DBNO) is a dynamic group comprised of individuals and organizations who work for the improvement of services for all Ontarians who have the dual disability of deafblindness. The DBNO hosts Ontario's single point of access to Intervenor Services for individuals who are deafblind. The DBNO is working in partnership with the Ministry of Community and Social Services (MCSS) to build a new framework. The DBNO's current work includes the very successful "Spirit of Intervenors" annual training symposium that brings together intervenors from across Canada and beyond, attended by approximately 250-300 people annually. The DBNO also promotes awareness of the disability of deafblindness by participating in the National Deafblind Awareness Month initiative.

The Access Intervenor Services (AIS) Coordinator is responsible to coordinate, execute and manage a variety of tasks within the AIS workflow software in order to facilitate the requests for Intervenor Services from applicants. This position will communicate with a variety of stakeholders on an ongoing basis to ensure the success of the AIS process. The responsibilities of this position would include but not limited to: Provide ongoing communication to stakeholders with regards to the AIS process, Oversee and manage a variety of tasks within the AIS process to ensure that it moves forward in a timely fashion; As the first point of contact for the AIS, this position will act as a spokesperson for education and promotion of the AIS; Facilitates all processes associated with coordinating and scheduling committee meetings, inclusive of scheduling and room bookings; Create reports as required including but not limited to financial reports, Key Performance Indicators (KPI's), ongoing issues and recommendations, meeting minutes etc.

Education and Related Experience

- Community college diploma (or equivalent) in Social Services.
- Valid G driver's license is required.
- Three (3) to five (5) years' experience within the Intervenor Services Sector.
- Strong communication skills with a strong client service orientation. Experience with ASL, SEE, LSQ, and French would be considered an asset.
- Solid time management, attention to detail and organizational skills. Adaptable and flexible with an ability to respond to changing work priorities, pressure and demands.
- Working knowledge of MS Office Suite, including Word, Excel, Outlook and PowerPoint. Familiarity with Word Press is an asset.

Other

- Employment as an AIS Coordinator is conditional upon receipt of a successful Vulnerable Persons Police Clearance
- This position requires a valid driver's license Class G, access to a reliable vehicle and a clean current drivers abstract

Working Environment and Physical Demands

- This position involves working in an office setting – location TBD

- This position requires the ability to travel to attend meetings

If you are interested in the **Full Time AIS Coordinator** role with us apply with your **resume** and **cover letter**.

Please quote job **DBNOAIS083118** in your cover letter when applying.

<https://cdbaontario.prevueaps.com/jobs/75618.html>

We thank all applicants, however, only those being considered for an interview will be contacted. The DBNO values the importance of diversity and dignity in the workplace. We are committed to developing inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted by the DBNO regarding a job opportunity, please advise prior to the interview if you require accommodation and we will work with you to make appropriate arrangements.