

CLASSIFICATION JOB INFORMATION

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| SAP Job ID: | 90005634 |
| Position/Classification Title: | Program Administration Officer 1-2 |
| Pay Grade: | PR 06-10 |
| Add-On Eligibility: | True |
| Standardized: | No |
| Inactive | No |
| Date Last Evaluated: | 5/24/2024 |

JOB INFORMATION

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| Job/Working Title: | Community Living Facilitator |
| Department: | Community Services |
| Division/Section: | Disability Support Program |
| Reports To (Position Title): | Regional Closure Specialist |
| Exclusion Status: | Non-Excluded |

OVERALL PURPOSE

The Department of Community Services (DCS) is a large and diverse department providing a broad portfolio of programs and services to help the most vulnerable people of Nova Scotia be independent, self-reliant, and secure. This requires the highest level of collaboration and cooperation internally across all divisions of DCS, and externally with a significant network of service providers, other departments, and levels of government. For the Disability Support Program (DSP), there is a further requirement for significant collaboration with participants, families, communities, and practitioners as it is critical to achieving the outcomes of the court ordered Human Rights Remedy.

Supporting persons with disabilities in Nova Scotia to live meaningful lives in their community of choice, the Community Living Facilitator (CLF) plays a critical role in meeting the legally binding requirement to close all Disability Support Program (DSP) residential settings over four beds, by March 2028. The CLF works with provincial and municipal level government partners, service providers and others to facilitate and enable transitions of DSP participants from institutions to communities by ensuring supports are in place (e.g. related to housing, employment, transportation, recreation, leisure, etc).

The CLF works to address discrimination, enhance community capacity, and foster joint working relationships with various government and community stakeholders to support comprehensive and coordinated support tailored to individual needs. CLFs operate with autonomy, functioning as advocates and enablers for the creation of community supports to facilitate a good life for DSP participants in community. The support offered aligns with shared beliefs, values, and principles, marking a shift away from conventional one-size-fits-all models in favor of outcome-focused practices.

CLFs, recognizing the interconnected web of support, employ a person-centered, and human-rights-based approach that actively champions inclusivity in communities. They exhibit sensitivity not only to the experiences of individuals transitioning into the community but also to the needs and aspirations of their families and support networks. CLFs adapt their communication and support methods to suit a variety of partners within the system and within the participant's broader network. They are equipped with the skills and competence to engage with a wide range of stakeholders, including other government partners, agencies, advocates, and service providers. CLFs bridge the gap between the participants' needs and the service providers' abilities and capacity to create and provide suitable solutions. In doing so, CLFs facilitate individual agency, autonomy, and active involvement in communities. Moreover, they are at the forefront of pioneering inventive community living arrangements that align with individual preferences and aspirations, fostering a sense of belonging and well-being for everyone involved.

KEY RESPONSIBILITIES

- **Support for De-Institutionalization and Transitions to Community:** A key contributor within the Regional Closure Teams and Regional Hubs supporting deinstitutionalization by breaking down system barriers that limit the development of innovative community living solutions. CLFs expand community living options and supports, based on DSP participant needs. CLFs actively contribute to establishing and building innovative living arrangements, while providing expertise and consultation on expanding targeted solutions for DSP participants. The role will expand connections/opportunities for DSP participants by developing structures to foster new and existing support systems. As an example, this will include engaging with other government partners, municipalities, service providers and housing developers to enable accessible community living opportunities to support DSP participants leaving facilities.
- **System Capacity Building:** CLFs support system capacity building by actively proposing, supporting, and facilitating innovative solutions for DSP participants transitioning out of facilities, playing a vital role in building capacity and knowledge within the broader system. CLFs share and develop knowledge with key groups including provincial and municipal level government partners and additional community partners, supporting the establishment of supports to address the large-scale de-institutionalization in Nova Scotia. The CLFs support the Regional Closure Specialist and the Intense Planning and Support Coordinator (IPSC) roles by being actively involved on the ground, to align “behind the scenes” pieces required for successful community transitions. The role works to develop and expand a tangible catalogue of accessible supports and services for participants transitioning into the community.
- **Community Engagement and Leadership:** Engages with community leaders to foster a process centered on understanding and addressing the diverse needs of DSP participants transitioning out of facilities. Collaborates on inclusive strategies aligned with DSP's mission, with a heightened emphasis on advocating for and amplifying the importance of expanded access and connection to resources within the community. Acquires local knowledge about comprehensive community supports, including connections to medical resources, mental health services, housing, day programs, and various activities aligned with participant interests, including recreation and leisure pursuits. Builds connections on a regional and local level with partners in the community, such as other government department representatives, municipalities and town councils, non-profit leaders, and housing developers.
- **Upholding Human-Centered Values & Principles:** CLFs demonstrate human-centered organizational values by fostering a respectful and inclusive workplace culture. CLFs uphold the UN Convention on Disability Rights while navigating diverse environments professionally. The role will work in developing, designing, and sharing a broader range of options and models to support community living based on human-centered values and guiding strategy.

May perform other related duties as assigned

In addition to the duties and responsibilities outlined in the job description, this job may include other, assignment-specific requirements (ex: French language, drivers license, membership in an employment equity group or security screening, etc.)

SCOPE

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| Contacts (Typical): | <ul style="list-style-type: none"> • Within Provincial Government – including Local Area Coordinators (LAC), IPSCs, Care Coordinators, Regional Closure Specialists, DSP Specialists, DSP Program Coordinators, other DCS Supervisors and other government departments/representatives (Office of Addictions and Mental Health; Departments of Municipal Affairs and Housing; Health and Wellness; Justice; Labour, Skills, and Immigration; Communities, Culture, Tourism, and Heritage; and Public Works). • Outside Provincial Government – Frequent contact in person or virtually with people with disabilities, families, DSP funded Service Providers, health care professionals and health authorities (Nova Scotia Health Authority, IWK Health Centre, Tajikeyimik Mi'kmaw Health and Wellness), local and regional developers, municipalities, town councils, housing co-operatives, local contractors, agencies, inter-disciplinary teams, organizations and the public. |
| Innovation: | <p>The CLF role operates within a dynamic framework of practice that is not rule-based but outcome driven. CLFs seek innovative solutions and adapt strategies to facilitate community living. Critical to this innovation is the use of a person-centered and human rights-based approach that actively champions inclusivity in communities to select and implement strategies that effectively promote community living for DSP participants. Housing, transportation, employment,</p> |

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| | <p>recreation, and leisure innovation are critical, while ensuring adherence to human-rights principles in CLFs' everyday interactions with individuals and communities.</p> <p>Examples of innovative solutions for community living arrangements may include co-housing, micro-communities, and supported living, to meet individual needs and foster independence. CLFs uphold the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) while navigating diverse environments professionally. The role will work in developing, designing, and sharing a broader range of options and models to support community living based on human-centered values and guiding strategy.</p> <p>The CLF demonstrates creativity in their capacity-building approach. This entails crafting unique and tailored solutions that may not yet exist within their communities or enhancing existing opportunities with additional support and advocacy efforts. Through this collaborative process involving individuals, support networks, and community resources including other government departments/representatives, the CLF supports a safe and welcoming transition into the community that includes appropriate community support.</p> |
| Decision Making: | <ul style="list-style-type: none"> • Individualized Implementation of Framework of Practice: The CLF operates within a framework of practice that supports connecting individuals with disabilities and their support networks to the communities they are transitioning into, while concurrently leading the creation of innovative community living arrangements and support options within these communities. This framework aligns with the overarching purpose of fostering inclusivity and agency among individuals with disabilities. Decisions in this category revolve around the selection and implementation of strategies that effectively promote community integration and community living innovation, while implementing human-rights principles in their everyday interactions with individuals and communities. They use their framework to decide how to move forward in ambiguous, nuanced situations where there may be competing interests, requirements and demands. • Supportive Decision Making: The CLF must decide how to tailor information and communication styles to facilitate an understanding of the context of participant choices, consequences, and responsibilities. This entails collaborating with the individual's support network to interpret and explore the individual's interests and preferences effectively. In this capacity, decisions are made to promote agency for individuals with disabilities to actively shape their vision of a meaningful life within their chosen community. The CLF educates and mediates the identified network's dynamics and works with the IPSC to develop an environment and approach that works for each unique circumstance. • Resource Connection & Navigation: The CLF creates pathways and conditions for individuals and their support networks to access "typical" (non-disability specific) resources in their community. The CLF determines how to tailor information on what local networks and resources might align with individuals' goals. This involves the assessment of available options and tailoring solutions to fit individual circumstances and choices. The CLF understands how to connect individuals with community resources, peer supports, and mainstream supports to promote self-direction and self-advocacy. In partnership with the individual and their support network, the CLF recognizes when and how to assess the effectiveness of available resource connections and adjust them accordingly. The CLF is also responsible for establishing and maintaining ethical relationships, networks, and contacts within community (within and outside of government) that can assist in achieving the goals of individuals with disabilities in their community. • Partnership & Innovative Approaches: The CLF uses their knowledge, connections, and experience to identify opportunities and gaps in mainstream services and in the natural network of supports in their communities. Collaborative arrangements and partnerships are initiated on an individual or system level to enhance identified opportunities and create bespoke solutions to address gaps. The CLF actively contributes to innovative approaches aligned with individual support plans and goals to strengthen the community's capacity to better support individuals with disabilities and their networks. |
| Impact of Results: | <p>Remedying the Four Grounds of Discrimination: The CLF role facilitates community living for persons with disabilities to live meaningful lives in their community of choice (grounds of discrimination 1 and 2), with the assistance</p> |

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| | <p>they need (grounds of discrimination 3), in a timely manner (grounds of discrimination 4).</p> <ul style="list-style-type: none"> • Self-Direction & Agency: The ultimate impact of the CLF role is to promote choice and agency in the lives of individuals with disabilities by facilitating community living. This means that individuals have the freedom to make choices aligned with their values and preferences, leading to a greater sense of fulfilment and satisfaction in their lives. The CLF supports the creation of systems and supports that enable individuals to become active decision-makers in their lives. This means supporting them to lead planning and decision-making processes and elevating self-direction. • Community Capacity & Inclusive Citizenship: The CLF connects individuals and their support networks with mainstream resources and community resources. They raise community awareness of the rights, valued contribution, and issues facing people with disabilities. They work alongside communities to identify aspirations ("what could make our community even better"), gaps and increase awareness to foster more welcoming, inclusive, supportive, better resourced and accessible communities. By fostering connections, individuals with disabilities can access various community-based resources and support networks, which can improve their overall well-being, while also enabling active citizenship. • Effective Joint Working Relationships: Collaboration and effective joint working relationships are essential outcomes of the CLF role. By partnering with various Service Providers, allied health and clinical services, community organizations, and other government departments/representatives, the CLF supports individuals to receive comprehensive and coordinated support tailored to their specific needs. • Promoting Participant Decision-Making for Support Options: The CLF contributes to a shift in DSP support from a focus on being reactive, to a more balanced focus on prevention and capacity building, in partnership with specialized services. This is done by connecting individuals with natural support networks, community resources, and innovative community living arrangements within their communities. This will promote government and community agencies to work as complementary services to community-based support, enabling people to achieve a good life within their community. |
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People Management:

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| Individual Contributor | | |

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| Additional Information (if required): | There will be at least one Community Living Facilitator in each geographic region to facilitate community living opportunities for individuals transitioning from institutions to community. The CLF will liaise with the LAC, IPSC, Regional Closure Specialist (RCS), and other community resources (including other government departments/agencies) to create and facilitate opportunities to support these transitions. The CLF will also complete other aspects of the job, such as building relationships, supports, resources, and opportunities within the local community. |
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LICENSES/CERTIFICATIONS

WORKING CONDITIONS

Physical Effort

Work activities involve rotating positions of light physical activities, requiring little physical effort and/or easy muscle movements. Majority of time is spent in a comfortable office setting, with some site visits as required, and frequent opportunity to move about and/or change positions.

Physical Environment

Works in an environment with exposure to acceptable working conditions. Occasional exposure to mild unpleasant or disagreeable conditions (e.g., dust, dirt, noise, etc.) and possibility of accident or health hazards is minimal.

Sensory Attention

Work activities involve a need to concentrate on a variety of sensory inputs for short durations, several times a day, requiring attention to detail. If interrupted, some lost time is experienced to backtrack and continue activities. The need for detailed or precise work and/or repetitive tasks is moderate.

Psychological Pressures

Work activities are performed in an environment with occasional exposure to one or more psychological pressures (e.g., deadlines, repetitive work, moderate unpleasant public/client situations, etc.). Has the ability to largely control the pace of work with few interruptions. The degree of psychological stress is not noticeably disruptive to the work, and the unpleasant reaction is not too strong/persistent. Disruption to personal life due to work, work schedules or travel is moderate.

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| Examples/ Additional Information: | <p>The CLF must have strong connections to the specific community, or the experience and skills to build knowledge of, connections with, and partnerships with the community where the position is located. Travel within the Province is a requirement of this position.</p> <p>The CLF must have a valid driver’s license and access to reliable transportation.</p> |
| Data From Conversion: | |