

Community Care Durham (CCD) supports adults and their caregivers who have needs related to aging, physical and/or mental health. Through the care of over 300 staff and over 1,600 volunteers we offer services across Durham Region.

June 2020

Community Care Durham Client and Family Advisory Committee – VACANCY

The Client and Family Advisory Committee will provide feedback and recommendations to the Community Care Durham Board, CEO and staff, regarding issues of importance or concern to our clients and their care partners. Information shared by committee members will aid in ensuring that the work of CCD captures the needs and issues of the clients and community served by the organization.

Thank you for expressing interest in applying to become a member of the CCD Client and Family Advisory Committee. Enclosed, you will find the following:

- 1. Application Requirements/Application Process**
- 2. Guiding Principles and Committee Charter**

Please review this documentation carefully. **All applications must be returned by July 31, 2020.** The CCD Senior Management Team (SMT) will review all applications and you will be advised of the outcome, either (1) that you are a successful candidate and an interview will be scheduled; or (2) that your application has not been selected and you will not be moving forward in the selection process.

APPLICATION REQUIREMENTS FOR COMMUNITY CARE DURHAM CLIENT AND FAMILY ADVISORY COMMITTEE:

Community Care Durham would like to hear from individuals who may be interested in becoming a member of the Client and Family Advisory Committee. Each member shall hold office for a term of two (2) years, unless filling a vacancy created by a member leaving before his/her term has expired.

The Client and Family Advisory Committee is comprised of clients, caregivers, and two (2) designated CCD staff (one Management, one Front Line) with a broad range of knowledge, skills and experience. To continue to build and strengthen the diversity of the Committee, the CCD Senior Management Team particularly welcomes applications from individuals with the following (or combination of) attributes:

- A client of CCD
- A caregiver/family member of a CCD client
- A vested interest in ensuring that the work of CCD captures the needs and issues of clients and caregivers
- Able to identify gaps in services and recommendations for new programs
- Able to provide input for strategic planning
- Representative of the varied people groups of Durham Region

Successful applicants will be representative of the varied geographic areas of Durham Region, and will be expected to participate as team players, providing feedback and recommendations to the CCD CEO and designated staff, regarding issues of importance or concern to our clients and their care partners.



Community Care Durham

SUPPORTING PEOPLE, STRENGTHENING COMMUNITY

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Members are required to provide a satisfactory background check (as per our Volunteer Screening Policy) prior to their appointment to the Committee.

APPLICATION PROCESS

Please submit a resume and letter of application and interest describing how your qualifications and experience meet the Agency's needs. Applications must be received by **July 31, 2020** and should be addressed to:

Client and Family Advisory Committee

Community Care Durham

Unit 1 - 20 Sunray St.

Whitby, ON L1N 8Y3

Or by email: sarmstrong@communitycaredurham.on.ca