



Life's Journey Inc.
Miikana Pimatziwin

JOB POSTING No. 2023-AC4 – ASSISTANT COORDINATOR

Agency: Life's Journey Inc.
Posted: January 26, 2023
Position Title: Assistant Coordinator
Status: Full Time Permanent
Closing Date: February 2, 2023
Program: HomeShare Program
Wage: \$21.86 - \$25.73 Hourly (Based on qualifications)
Hours Worked: Monday to Friday: 9:00AM – 5:00PM
Location: Winnipeg, MB

Please submit a detailed Cover Letter on how you meet the requirements of this position, along with a current Resume to our HR Department: careers@lifesjourneyinc.ca When applying for the position, please indicate the advertisement number and position title within the subject line of your email.

OVERALL RESPONSIBILITY

The Assistant Coordinator-On-Call (Human Resources and Scheduling) will be mainly responsible for responding to and process On- Call related calls (Scheduling and Crisis). The Assistant Coordinator-On-Call (Human Resources and Scheduling) administers timesheets, mileage, and expenses, and provides direct leadership, support, and resources for support mentor personnel. The Assistant Coordinator-On-Call (Human Resources and Scheduling) assists with the recruitment of personnel and assists in organizing training to meet the needs of the program as per agency policies.

As a part of the HR & Scheduling Team, the Assistant Coordinator provides respectful, holistic, and culturally competent service to individuals within the program model and agency values, taking a positive, strength-based, conflict prevention approach. In cooperation with the HR & Scheduling Team and others to achieve these responsibilities, the Assistant Coordinator-On-Call (Human Resources and Scheduling) provides backup coverage for other staff.

At the direction of, and in consultation with the HR Coordinator, Assistant Coordinators (HR and Scheduling) are responsible for program operations involving staffing, orientation, training, coaching, and feedback for support mentor personnel. The Assistant Coordinator-On-Call (Human Resources and Scheduling) also works cooperatively, collaboratively, and effectively in liaising with other programs, staff, external agencies, community groups, and businesses.

This role requires an individual that can support the program and team with:

- High Work Standards: work ethic, task completion, consistency, follow up, accuracy/attention to detail, time management

- Personal Management Skills: accountability, self-management, stress tolerance, adaptability/flexibility, creativity, initiative, working in teams or independently, problem-solving
- Personal Development Skills: ability, openness, willingness to learn, receives feedback and seeks collaborative opportunities
- Professional Skills: interpersonal and communication skills, influencing, collaboration, and the ability to establish effective relationships/trust with others, within professional boundaries
- Mentoring Skills: coaching, patience, influencing and modeling professional behavior

REPORTING RELATIONSHIP: Human Resources Manager

QUALIFICATIONS AND EXPERIENCE

- A satisfactory Child and Adult Abuse Registry check, a satisfactory Criminal Record Check (vulnerable sector search), and a satisfactory Driver's Abstract and Driver's License. A safe and reliable vehicle and proof of appropriate insurance on the vehicle.
- Certification of First Aid Level 1 – Emergency.
- Previous experience within the social services field
- The ability to attend work regularly as scheduled or requested.
- Ability to establish effective professional relationships and boundaries.
- Advance knowledge of using Microsoft Office – Excel, Word, PowerPoint, Outlook
- Advance knowledge of using HRIS systems
- Demonstrate cultural knowledge competence and participate in agency training for development.
- Post-Secondary education or equivalent experience in related roles.
- Optimally, three years of experience in responding to on-call crisis situations and scheduling
- Optimally, two years of experience in using a Human Resources Information System
- Optimally, two years of experience in administrative duties such as electronic filings and physical employee files

Knowledge of the following areas is required:

- FASD
- Community Living
- Disability Services
- Justice
- EIA and CFS
- Addictions
- Determinants of Health
- Harm Reduction

Core Competencies for All Employees: Respect, Collaboration, Integrity, Effective Communication, Patience and Perseverance, Reasoning and Decision Making

Life's Journey strives towards a workforce that has fair representation of the community that we serve