



## **JOB POSTING No. 2024-AC5 – ASSISTANT COORDINATOR – On Call Part Time Permanent**

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**Agency:** Life's Journey Inc.

**Posted:** April 26, 2024

**Position Title:** Assistant Coordinator

**Closing Date:** May 3, 2024

**Program:** HR & Scheduling

**Wage:** \$21.86 - \$26.24 Hourly (Based on qualifications)

**Hours Worked:** Saturday and Sunday: 4:00PM - 12:00AM

**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](mailto:careers@lifesjourneyinc.ca) When applying for the position, please indicate the advertisement number and position title within the subject line of your email or body of email/cover letter.**

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### **OVERALL RESPONSIBILITY**

The Assistant Coordinator is responsible for staff and participant program scheduling and implementing participant clinical support care plans. The Assistant Coordinator administers time sheets, mileage, and expenses, and provides direct leadership, support, and resources for support mentor personnel. The Assistant Coordinator assists with recruitment of personnel and assists in organizing training to meet the needs of the program as per agency policies.

As a part of the program service team, Assistant Coordinators provide 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 program service team and others to achieve these responsibilities, the Assistant Coordinator provides back-up coverage for other staff (e.g. on call rotation). Other duties included are maintaining a positive focused relationship with the participant, supporting residential placements (residential programs), identifying programming needs to the Program Coordinator, and providing leadership and guidance to resources internally or externally.

At the direction of, and in consultation with the Program Coordinator, Assistant Coordinators are responsible for program operations involving staffing, orientation, training, coaching, and feedback for support mentor personnel. The Assistant Coordinator also provides direct support and

resources for support mentor personnel including implementation of participant support plans, care and safety plans, and other administrative duties. The Assistant Coordinator also works cooperatively, collaboratively and effectively in liaising with other programs, staff, and external agencies, community groups, and businesses.

This role requires an individual that is able to 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, receive 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.

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## **REPORTING RELATIONSHIP: COORDINATOR**

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### **QUALIFICATIONS AND EXPERIENCE**

- A bachelor's degree in social sciences is preferred but a combination of experience and training is acceptable.
- Optimally, three years' experience in a related role and supporting individuals with disabilities, demonstrating empathy and developing practical, supportive and effective working relationships.
- Scheduling and On Call Experience an asset.
- Satisfactory Child and Adult Abuse Registry check, Criminal Record Check (vulnerable sector search) and a satisfactory Driver's Abstract and license.
- Certification of First Aid Level 1 – Emergency.
- The ability to attend work regularly as scheduled or requested.
- Demonstrated language, writing, comprehension skills.
- Demonstrate cultural knowledge competence and participate in agency training for development.
- A safe and reliable vehicle and proof of appropriate insurance on the vehicle.

### **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.**