



Life's Journey Inc.

JOB POSTING No. #2024-C04R -COORDINATOR - Full Time (Permanent)

Agency: Life's Journey Inc.

Posted: April 18, 2024

Program: HomeShare

Closing Date: April 25, 2024

Salary Range: \$26.71 - \$32.56 Hourly (Based on qualifications)

Hours of Work: Monday to Friday: 9:00AM – 5:00PM

Location: 125 Higgins (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 or body of email/cover letter.

OVERALL RESPONSIBILITY

The Coordinator is responsible for coordination of services, resources, staff supervision and coordination to meet daily program needs and administration. Administration includes budgets, documents, reports and transactions (e.g. payroll, mileage & expenses), coordination of services (transport), as well as report writing, record keeping, overseeing work incentives, within all legal, safety, policy and program requirements. Also included are development of foster placement resources as assigned, licensing and recruitment of foster/proctor parents.

The Coordinator provides leadership/supervision, coaching/guidance, feedback and coordination for staff on performance and employment issues. This includes program personnel recruitment, interviewing, hiring, providing support and supervision to staff, coordinating staff schedules and day-to-day program needs. The coordinator will work with the Foster Care, Cluster Housing and Shift Staffed Residences as designated by the Program Manager.

As part of a service team, the coordinator works with the Clinical Case Manager and Program Managers, to communicate effectively with all parties, maintaining a positive, efficient, and respectful workplace, ensuring employees are coached and supported to meet high work standards. Also included, are cooperation and collaboration with other agencies and organizations. Including advocating for participants and liaison with all stakeholders, as required.

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, 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 behaviour.
- Leadership Skills: supervision and team leadership, direction & supervision, coaching & developing managing performance, positive employee relations, modeling professional behaviour, establishing a positive, respectful workplace.
- Counsel participants to help resolve participant crisis situations.
- Management Skills: planning, organizing, and overseeing.
- Physically able to lift up to 35 pounds.
- Work in a physically demanding face paced environment.
- Stand for long periods of time.
- Flexible; able to transition from task to task in a timely manner.

REPORTING RELATIONSHIP: PROGRAM MANAGER

QUALIFICATIONS AND EXPERIENCE

- A Bachelors' Degree in a related field and/or previous experience in related social service roles, demonstrated understanding of FASD/neural-behavioral, intellectual disabilities and issues.
- Optimally, three years' experience in a related role, supporting individuals with disabilities, demonstrating empathy and developing practical supportive and effective working relationships.
- Optimally, 3 years' experience in a supervisory role.
- Satisfactory Child and Adult Abuse Registry check, satisfactory Criminal Record Check (vulnerable sector search) and a satisfactory Drivers' 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 vehicle.
- Crisis management skills.

Knowledge of the following areas is required:

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| • FASD | • Justice |
| • Community Living | • EIA & CFS |
| • Disability Services | • Addictions |
| • Residential Care & Licensing | |

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.**