



INTERNAL JOB POSTING

Job Title	Casual - Harrison Place Coordinator
Details of the Position	Preference will be given to the candidate with a degree in Social Work or related degree and who has experience providing individual and group counselling to women who have experienced abuse in their intimate relationships. Experience in program development and coordination an asset.
Job Description	Attached
Classification and Grid	Program Coordinator 2; JJEP Wage Grid, Level 14
Hours	Casual – As needed
Starting Pay Rate	As specified in the Collective Agreement
Benefits	As specified in the Collective Agreement
Start Date	As needed
Supervisor	Community Programs Manager
Additional Information	This position requires union membership. Satisfactory completion of a criminal records search, TB test and Standard First Aid Certificate are requirements of the position.
Date Posted	August 9, 2017

Deadline for Submitting Applications: August 15th at 5:00 pm

Send Application to:

Janet Henly

Community Programs Manager

#100-3060 Cedar Hill Road

Victoria, BC V8T 3J5

OR janeth@vwth.bc.ca

Job Description

Job Title:	Harrison Place Coordinator
Classification and Grid:	Program Coordinator 2, Grid 14
Job Summary:	Plans, develops, implements and oversees the day-to-day in program development, policy and procedure formulation, program evaluation and draft budget preparation .
Reports To:	Community Programs Manager
Key Duties And Responsibilities:	<p>Plans and develops the program in consultation with the Community Programs Manager</p> <p>Formulates program policies and procedures and evaluates the program in consultation with the Community Programs Manager.</p> <p>Plans and implements program activities and special events. Ensures effective program/service delivery that is consistent with the specified mandate.</p> <p>Oversees the day-to day operation of the program by ensuring that the physical plant is managed appropriately, that program guidelines and policies are adhered to and program standards and any statutory requirements are met.</p> <p>Coordinate program staff by performing duties such as delegating work, ensuring program protocols are followed, and contributing input to staff performance evaluations.</p> <p>Participates in the recruitment and selection of program staff by reviewing applications and making interview recommendations Responsible for Harrison Place staff training and site orientation.</p> <p>Schedules program staff in accordance to program staffing requirements.</p> <p>Is responsible for oversight of and coordination with the property management team. Ensures that program and tenancy aspects of the project are well connected.</p>

	<p>Is responsible for the overall recruitment and selection of tenants. Provides assessment, goal- setting and support for individuals living in Harrison Place. Oversees the delivery of services to tenants.</p> <p>Monitors program expenditures and maintain financial records in accordance with established procedures. Provides detailed input on annual program budgeting t for submission to the Program Manager</p> <p>Promotes public awareness of and support for the program. Liaises with community service providers and other professionals to coordinate service provision, facilitate referrals to the program and represent the organization/program in the community.</p> <p>In conjunction with the Program Manager , will develop long-range and strategic plans for sustainability of the concept of supported housing for women who have experienced abuse in an intimate relationship.</p> <p>Maintains related records and statistics and produces reports as required.</p> <p>Performs other related duties as required.</p>
<p>Qualifications:</p>	<p>Degree in social work, counselling or a related field, or the equivalent combination of education and experience.</p>
<p>Education, Training and Experience:</p>	<p>Three to five years work in similar environment required, particularly with mature women. Experience working in the housing sector . Direct program delivery experience in the community social services sector with a demonstrated working knowledge of community-based programs. Knowledge of the issue of violence against women, particularly mature women, knowledge of community resources and models of service.</p> <p>A degree in Social Work, counselling or a related field and two years recent related experience required, or an equivalent combination of education, training and experience, particularly with older women who have experienced abuse.. Direct program delivery experience in the community social services sector with a demonstrated working knowledge of local community-based programs. Knowledge of the issue of violence against women, particularly mature women. Knowledge</p>

	<p>of the issue of abuse of older women, community resources and models of service. Training and/or experience specifically related to feminist perspective and trauma informed practice. Knowledge of and experience facilitating financial literacy programming.</p>
<p>Job Skills and Abilities:</p>	<p>Ability to work well on own; strong self-direction abilities. Well-developed oral, written, facilitation and interpersonal communications skills. Excellent organization, time and management skills with a strong emphasis on coordination and implementation of programming Ability to selectively develop partnerships and collaborations and maintain good working relationships with other organizations and service providers.</p>

Revised December 2008