

Position Title: Program Coordinator – Touchstone – Term

Position Details:

- Full-Time - 75 hours bi-weekly
- Term position, until incumbent returns
- Monday to Friday daytime
- Mixture of administrative and direct support work
- On call rotation
- Hourly wage between \$21.30-23.97
- There will be a three-month probationary period

About Us

Initiatives for Just Communities (IJC) is a non-profit, charitable organization that operates four community justice programs: El'dad Ranch, Touchstone, Open Circle, and CoSA. These programs support people with intellectual disabilities, Fetal Alcohol Spectrum Disorder (FASD), and those who are currently, or have been previously, incarcerated. IJC is committed to restorative justice practices, which honour the community and foster a sense of belonging.

IJC supports many Indigenous and culturally diverse participants. As an organization, we aspire to have a workforce that is representative of the diversity within our communities. We value diversity and aim to foster an inclusive work culture where everyone's contributions and professional development matter.

The Position

The Program Coordinator will be a part of our Touchstone Outreach Program. The Touchstone Outreach program provides supports for adults with intellectual disabilities who are living independently in community. The Program Coordinator plays a key role in ensuring that sufficient staffing and resources for the smooth execution of program activities. This multifaceted role involves administrative tasks such as coaching, supervising, and guiding Direct Support Workers (DSWs), in addition to providing direct assistance to participants as required.

What you will do

- Coordinate scheduling for program activities and Direct Support Worker assignments to ensure adequate coverage within funding guidelines.
- May provide direct support shift coverage when needed to support program activities, or as is required to meet funding mandates.
- Review shift reports and ensure DSW's are following Participant Profiles, Support Plans and Circle of Care Plans, in collaboration with Case Management's implementation.
- Complete and review various reports and documentation, which may include monthly reports, incident

reports, invoices, leases, housing benefits, hamper applications, etc.

- Lead team meetings with the Direct Support Worker team to discuss program objectives, challenges, successes, build working relationships, and ensure program goals are being met.
- Conduct financial reviews and approvals, which may include managing petty cash, overseeing credit card expenditures, and authorizing program spending and vehicle mileage submissions.
- Ensure compliance with, and gathering necessary feedback on all legal and organizational requirements, policies, and standards, including those outlined in the IJC Handbook, IJC procedures and guidelines, Community Living Disability Services standards, ALIDA and licensing regulations.
- Collaborate closely with other Program Coordinators, the Case Management team and other supports to ensure effective and coordinated operations across the organization.
- Meet with Direct Support Workers 1:1 and in team settings to discuss program objectives, challenges, successes, build working relationships, and ensure program goals are being met.
- Conduct performance management activities, including performance monitoring, coaching, and the preparation of performance appraisals as required.
- Participate in hiring process.
- Other duties as assigned.

Required Qualifications

- Post-secondary education in a related social services field or the equivalent in work experience. Suitable combination of education, training, and experience may be considered.
- Excellent interpersonal skills, with the ability to build working relationships, manage conflict, and provide direction.
- Excellent verbal communication skills with the ability to articulate in a clear and effective manner.
- Excellent written communication skills with the ability to draft correspondence in a clear and effective manner.
- Strong desire to work with individuals who live with intellectual disabilities.
- Excellent critical thinking and creative problem-solving skills
- Demonstrate cultural competence and understanding of diversity, inclusivity, and equity issues. This includes respecting and valuing different cultural backgrounds, beliefs, and identities to ensure equitable access to services for all clients.
- Strong planning and organizational skills.
- Ability to assess risk, setting and modelling safe & appropriate boundaries.
- Intermediate level computer skills including Microsoft Office Suite, including Sharepoint.
- Ability to maintain confidentiality, including adhering to PHIA and FIPPA.
- Ability to work under pressure and handle work-related stress.
- Ability to exercise patience and flexibility.
- Participation in training opportunities and willingness to learn and adapt to new processes or procedures.
- Understanding of the issues and challenges associated with intellectual disabilities and FASD.

Assets

- Previous experience working with individuals with disabilities.
- Prior experience overseeing individuals in a supervisory capacity.

Conditions of Employment

- The successful applicant must maintain legal eligibility to work in Canada. If the successful applicant possesses a work permit, it is their responsibility to ensure the permit remains valid.
- Satisfactory Criminal Record Check with Vulnerable Sector Search.
- Satisfactory Child and Adult Abuse Registry Check.
- Valid Class 5 Driver's License with satisfactory Driver's Abstract.
- Successful completion of First Aid certification and any other compulsory safety courses.
- Satisfactory work references.
- Participate in on call rotation.
- Adhere to all IJC policies and procedures.

Benefits include:

- IJC group benefits package after the probation period.
- RRSP plan with employer contributions if eligible
- Employee and Family Assistance Services
- Paid Sick Leave

Location – Winnipeg, Manitoba.

How To Apply

Submit your application to resumes@initiativesjc.org, with **Term Touchstone Program Coordinator** in the email title.

APPLICATION DEADLINE: January 17, 2025 at 4:00 pm.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.

We thank all applicants for their interest, but only those selected for an interview will be contacted.