



Position Vacancy Posting

Position Title: Program Coordinator	Competition No. 22-11
Program: PEACE	Salary Range Steps: \$33.83-\$41.32
Location: Nanaimo	Employee Group: HSA
Hours per week: 37.5	Position Status: Permanent Full Time
Shift Schedule: Monday - Friday	Anticipated Start Date: ASAP

Nature of Position:

In consultation with the Program Director coordinates the services of the PEACE Program, supervises PEACE Program staff and provides counselling, education and advocacy to children and youth as well as parenting support regarding the impact of violence in accordance with Provincial standards and Haven Society policies.

Reports To: Director of Programs and Development

Key Duties and Responsibilities

1. In consultation with Program Director implements, coordinate and evaluate program goals, procedures and service delivery in a timely and supportive manner.
2. Ensure that the required program and legislative standards, procedures, best practices, feminist principles and Society policies are met.
3. Provides active supervision and scheduling of program staff, including support and consultation, information, training, and ongoing performance reviews. Orients and monitors the service delivery of staff, volunteers and practicum students to ensure consistency and quality of service, suitability of activities, and a high level of caring.
4. Participates in program staff recruitment and selection including duties such as screening applicants, participating in interview panels, and making hiring recommendations.
5. Maintains current records, statistics and documentation, as required to fulfill government contract requirements and organizational reporting.
6. Monitors and authorizes program expenditures as directed by supervisor and maintains financial records in accordance with established procedures.
7. Participate in a leadership role with inter-agency committees and community initiatives.
8. Celebrate and promote diversity practices within team, agency and community.
9. Perform other duties as required.
10. Interview parents, children and youth to determine the impact on children who have experienced violence, program needs and readiness, and to outline services provided by the program and organization.
11. Develop and facilitate educational support groups for children.
12. Provide individual and family counselling for children when the group is not appropriate.
13. Provide parenting support and referral services for parents/primary caregivers.
14. Conduct post-group interviews with parents and children. Recommend follow-up services when necessary including appropriate referrals as needed.
15. Knowledge of child protection legislation and capacity to report child abuse to the Ministry.
16. Consult with, advocate for, and coordinate client services with other agencies, professionals and systems with an emphasis on school-based programs.
17. Refer as needed to other programs, services and resources.
18. Promote, through liaison and networking, positive responses to child survivors of violence in accordance to progressive anti-violence values.
19. Respond to requests for information about violence against women and children including conducting community presentations.
20. Effectively utilizes agency resources, including peers, supervisors, and clinical consultants regarding therapeutic issues, ethics and professional accountability.
21. Maintain current knowledge of issues related to violence against women and children, child development, child abuse, parenting skills, psycho-educational responses, therapeutic trauma response, conflict resolution, community resources and current Ministry Policy relevant to children and families.
22. Maintain current knowledge of anti-oppression principles and practices.
23. Continue to learn therapeutic skills relevant to counselling survivors of violence
24. Continue to develop and implement supervisory and consultation skills
25. Network with colleagues and community, working to end violence against women.

Qualifications:

Required Knowledge, Skills, and Abilities:

1. Ability to assume a leadership, supervisory role based on respect for, and co-operation with, team members and community partners.
2. Demonstrated excellence in children's counselling and group facilitation.
3. In depth knowledge of program issues, standards, society policies, relevant legislation, and community resources.
4. In depth understanding and integration of feminist analysis of the dynamics of violence against women and children.
5. Familiarity with child protection legislation, anti-violence advocacy needs of children, and professional and community resources.
6. Demonstrated excellence in communication: interpersonal, written, public speaking and computer skills.
7. Non-profit and/or Women's Organization experience.
8. Proven ability in record keeping, scheduling, prioritizing and managing time.
9. Personal qualities and attitudes that welcome, respect and appreciate clients, colleagues, volunteers, staff, donors and the larger community.
10. Contribute to the goals and activities of Haven Society
11. Demonstrate and foster a respect for diversity.
12. Excellent critical thinking skills and calm under stress.
13. Excellent self-awareness and self-care skills.

Required Education, Training, and Experience:

- University degree in a related field such as Child and Youth Care, Social Work, Psychology or Education.
- Three years of leadership and supervisory experience/counselling children
- A feminist analysis of and experience working with women and children affected by violence.
- Satisfactory Criminal Record Check.
- Satisfactory Drivers Abstract
- Current First aid and CPR as required.

Additional

This position is required to work in a stressful environment often dealing with clients in crisis situations. The ability to function independently and frequently under pressure, while managing crisis situations is a requirement of this position. Activities may require a moderate level of physical fitness to carry out the duties of the position. May require flexibility in working hours.

Haven Society values diversity and is committed to an inclusionary hiring practice. Haven welcomes applications from women who are indigenous, members of minority groups, women with disabilities, minority sexual preferences, gender expressions or identities and others who may contribute to diversity. Applicants must be female from birth or self-identify as female. All qualified applicants are invited to apply.

This position requires Union Membership

Please submit a cover letter and resume directly to;

Megan Hamlet, Director Programs and Development
Megan.hamlet@havensociety.com

Date Posted; June 30, 2022

Closing Date; August 3rd, 2022