



Posted: Tuesday, August 8, 2023

EXTERNAL JOB POSTING

Safe Home Program Coordinator – Temporary

Castlegar & District Community Services Society invites internal and external applications to temporarily fill the vacant half-time Safe Home Program Coordinator position. The following will outline the details of this position.

Summary of the Duties and Responsibilities of the Position:

The Safe Home Program Coordinator is responsible for coordinating a system of short-term, safe shelter options for women and their dependent children who have been victims of relationship violence. Following BC Housing's Safe Home Program Framework, the Coordinator provides women with initial crisis intervention followed by needs assessment, development of a support plan, practical support, appropriate referrals, and supportive counselling. The position involves ensuring a safe home is ready and available for women in need and/or arranging for temporary hotel accommodation, meals, etc. The Coordinator works closely with the police-based Victim Services Program and other women-serving programs at CDCSS and in the broader community/region. The position may include the coordination and supervision of volunteers.

Details of the Position:

1. Position is 17.5 hours/week*
2. Coordinator must be available 24/7* via agency cellphone to respond to crisis calls
3. Job Classification is Program Coordinator 2, as per Collective Agreement
4. Wage is set at \$32.79 per hour (Step 1)
5. Full duties, responsibilities, education, training and experience required, and specific job skills and abilities for this position are laid out in the attached job description
6. Statutory benefits (CPP, EI, WCB) are included. On its own at 17.5 hrs/week, the position does not qualify for Extended Health Benefits or Municipal Pension Plan benefits, as per Collective Agreement
7. Access to a reliable vehicle, valid Class V driver's license, and driver's abstract are required
8. This position will be hired on a temporary basis with the strong likelihood to become a permanent position

**Please Note: We are open to receiving 'job sharing proposals' for filling the requirements of this position. Job Sharing is when two employees fully share and are accountable for all job duties). Please lay out clearly in your proposal how the two of you propose sharing the duties of the role in the course of a week and over a month.*

Start Date: On or about Tuesday October 3rd, 2023

Closing Date for Applications: Wednesday September 13th, 2023 at 4:30 p.m.

Application Process: Send via email your letter of interest (or job share proposal) and updated resume(s) by the closing date and time noted above to info@cdcsc.ca. Please put *Safe Home Program Coordinator Application* in the subject line.

<JOB DESCRIPTION FOLLOWS>

Castlegar & District Community Services Society

Job Title: SAFE HOME PROGRAM COORDINATOR

Effective Date: April, 1994

Last Updated July, 2023

Benchmark: Program Coordinator 2

Standard Wage Grid: 14

Job Summary: Coordinates a system of short-term, safe shelter options for women and their dependent children who have been victims of relationship violence. Provides crisis intervention and supportive counseling services and recruits, screens, trains, coordinates, and supervises program volunteers, as required.

Reports to: Executive Director

Key Duties and Responsibilities:

1. Ensures safe homes meet program standards and consistently equip with new supplies; ensures confidentiality of location of safe homes and designated locations.
2. Actively promotes awareness of the Safe Home Program within the community.
3. Develops and maintains program policies and procedures, and ensures current protocols with the Crisis Line, RCMP, Victim Services and local MCFD office.
4. Provides crisis intervention, practical assistance and support, supportive counseling (individual and / or group), safety planning, appropriate referrals, and advocacy services.
5. Conducts intakes of clients into safe homes and at other designated locations, following and orienting clients to all related policy and procedure and completing all documentation.
6. Steward relationships and maintain communication with landlords of safe homes and other designated locations for betterment and longevity of programs.
7. Monitors program budget for expenses
8. Provides transportation to women needing to access emergency accommodation both within and outside the community and transportation to legal or other important / essential appointments.

9. Provides information, support, and referrals, where appropriate, to significant other persons in women's lives.
10. Liaises with other local and regional services and professionals to ensure effective, client-centered, and coordinated services.
11. Recruits, screens, orients, schedules, and evaluates program volunteers and practicum students, as time permits and/or as the need arises. Approves volunteer expenses within program budget guidelines.
12. Makes recommendations to the program supervisor regarding program development and program evaluation and conducts program evaluation.
13. Maintains related records and statistics as per Ministry contract and produces reports as required.
14. Available 24/7 to answer safe home crisis phone line and coordinate supports to women and referring workers and personnel
15. Ensure clients are provided with basic necessities throughout their stay at safe homes
16. Performs other related duties as required.

Qualifications:

Education, Training & Experience:

Diploma in related human / social service field plus a minimum of three (3) years' recent related experience, including supervisory or volunteer management experience, or an equivalent combination of education, training and experience.

Job Skills & Abilities:

1. Demonstrated ability to handle crises situations
2. Proven ability to provide supportive counseling, particularly related to women leaving domestic violence
3. Skill in training, supervising, motivating, retaining, and delegating to volunteers
4. Good oral, written, and computer communication skills, including policy and procedure development

Other:

1. This position is 17.5 hrs/week and requires 24/7 on-call service provision (agency cellphone is provided)
2. This position requires access to a reliable vehicle, Class 5 driver's license, valid insurance, and driver's abstract
3. This position will require some flexibility with working hours