



Posted: Tuesday, August 8th, 2023

EXTERNAL JOB POSTING

Women’s Centre (Chrissy’s Place) Program Coordinator – Temporary

Castlegar & District Community Services Society invites internal and external applications to fill the vacant temporary Women’s Centre Program Coordinator position. The following will outline the details of this position.

Summary of the Duties and Responsibilities of the Position:

The Women’s Centre is intended to be a welcoming place for support, socialization, education, information, referrals, and meaningful activities for women from diverse backgrounds and ages in Castlegar and Area. The Program Coordinator plans, implements, promotes, and oversees all program activities. Services will include actively listening to women’s needs, designing activities that align with those needs, providing referrals, advocacy support, facilitating support and educational groups, organizing guest speakers, and arranging for refreshments, activity supplies, etc. The Women’s Centre Coordinator will work collaboratively with other CDCSS women-serving programs to ensure good coordination of services and to avoid overlap.

Details of the Position:

1. Position is 5 hours/week
2. Job Classification is Program Coordinator 1, as per Collective Agreement
3. Wage is set at \$28.32 per hour (Step 1)
4. 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
5. Statutory benefits (CPP, EI, WCB) are included. On its own at 5.0 hrs/week, the position does not qualify for Extended Health Benefits or Municipal Pension Plan benefits, as per Collective Agreement
6. This position will be hired on a temporary basis

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

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

Application Process: Send via email your letter of interest and updated resume by the closing date and time noted above to info@cdcss.ca. Please put *Women’s Centre Program Coordinator Application* in the subject line.

<JOB DESCRIPTION FOLLOWS>

Castlegar & District Community Services Society

Job Title:	WOMEN'S CENTRE PROGRAM COORDINATOR ("Chrissy's Place")
Effective Date:	April 2018
Last Updated:	July 2023
Benchmark:	Program Coordinator 1
Standard Wage Grid:	12
Job Summary:	The Women's Centre Program Coordinator plans, implements, and oversees all program activities. The Coordinator collaborates with relevant CDCSS programs working to deliver support to women, and other community service providers, to ensure there is good coordination of services and to avoid overlap. The Coordinator participates in program development, policies and procedure formulation, program evaluation and budget preparation.
Reports to:	Executive Director

Key Duties and Responsibilities:

1. Oversees the day-to-day operation of the program by ensuring that the necessary facilities and equipment are in place and program guidelines and policies are being followed
2. Makes recommendations to the supervisor regarding program development, policy and procedure formulation and program evaluation
3. Through active listening, assess women's needs for support and develop personal support plans
4. Plans and implements activities and special events for the program
5. Delivers services using 1:1 and group approaches, such as supportive counselling, support groups, educational workshops, referrals, advocacy support, etc
6. Promotes public awareness of and support for the program by developing promotional materials and attending community events
7. Liaises and collaborates with relevant CDCSS service providers and other community service providers and professionals to coordinate service provision, facilitate referrals to the program and represent the organization or program in external events
8. Recruits, monitors and provides support to program volunteers, if used
9. Monitors and authorizes program expenditures and maintains financial records in accordance with established procedures. Provides input to the supervisor in preparation of the annual program budget and program direction
10. Maintains related records and statistics and produces reports as required

Qualifications

Education, Training, and Experience:

Diploma in a related human/social services plus a minimum of three (3) years' experience in working directly with women from diverse backgrounds and ages.

Job Abilities and Skills:

1. Ability to interact effectively and pleasantly with a wide range of women of different backgrounds, ages and cultures
2. Proven ability to work with women in potentially volatile and emotionally charged situations
3. Proven ability to develop programs based on client needs; proven skills in facilitating groups
4. Proven skills in providing supportive counselling and knowing when to make referrals for more in-depth, focused counselling
5. Ability to maintain positive professional boundaries without imposing personal judgments and expectations on clients
6. Ability to make decisions in complex situations that could be immediately dangerous to life or health
7. Ability to effectively communicate both verbally and in writing
8. Ability to work individually as well as part of a team
9. Ability to work under pressure and handle tense and stressful situations
10. Demonstrated time management and organizational skills
11. Valid first aid or CPR certification preferred.

Other:

1. This position is based on grant funding and is therefore temporary and currently limited to 5 hours/week.

ADDENDUM TO JOB DESCRIPTION

WOMEN'S CENTRE PROGRAM DESCRIPTION Updated July 2023

Purpose:

The Women's Centre (also referred to as "Chrissy's Place") is intended to be a welcoming place of support, socialization, education, referrals, and meaningful activities available to all women of diverse backgrounds, ages, and cultures, in Castlegar and Area.

Our Approach:

At the Women's Centre (Chrissy's Place),

1. Women are treated with respect and their rights are protected including, but not limited to, their right to independence, autonomy, and self-determination; their right to choose and practice individual values, beliefs, religion, and culture; and their right to privacy and dignity.
2. Women's complex and sensitive information is treated respectfully and confidentially.
3. Women are provided a consistently high standard of care and support.
4. Women with specialized and complex needs are provided direct and comprehensive care and assistance.
5. Women are encouraged to openly communicate their needs and concerns with staff and with other participants, as they are comfortable to do so.
6. We are committed to service quality, client safety, safe work practices, reporting, and risk management initiatives.
7. We provide education on a range of relevant topics, advocacy support, and supportive counselling (individually or in group format).
8. We work in collaboration with other women-serving programs at CDCSS and in the community to ensure that services are coordinated and not duplicated.

9. We perform the duties of the Women's Centre within the legislative and regulatory standards set out in the applicable federal, provincial, and municipal legislation.