



JOB POSTING

Posted: July 10th 2024

Castlegar and District Community Services Society, in partnership with Interior Health, and local agencies, is providing the Connection Centre Space – a one-stop hub for services for vulnerable populations. The Connection Centre Facilitator is a temporary part-time position that will end on October 31st or with possible extension until November 30th, 2024. Castlegar & District Community Services Society invites applications for the position and details are below:

Job Title:	Community Connection Centre Facilitator
Program:	Homelessness Initiatives
Classification:	Program Coordinator 1 – grid 12 JEP Wage Grid
Rate of Pay:	\$29.17/hour
Length of Project:	July – October 31 st 2024

Overall Job Function (see detailed job description below):

The Community Connection Centre Facilitator will work to provide a safe and welcoming space for guests seeking outreach and drop-in services.

This staff member will ensure that all safety protocols are followed and that drop-in services (clothing, food, outreach, referrals, etc.) are provided to clients. The Connection Centre Facilitator is expected to prioritize building positive relationships with clients and be ready to respond to emergencies.

- Support service delivery including drop-in/outreach and coffee/food/clothing service.
- Document in a timely manner all relevant information including incident reports, number of participants on data tracking forms including services offered.
- Connect participants with Street Outreach, health, employment services, and many other community programs.
- Build relationships with participants and facilitate an open, inclusive and safe environment
- Lead Connection Centre activities like occasional BBQs, Life Skills-focused programs and support other facilitated meetings like REDUN
- Opens, maintains service, and closes the drop-in including some cleaning.
- Complete yard work and yard maintenance to keep property safe and welcoming for all visitors
- Clear snow and ensure the space is accessible in the colder months, if necessary.
- Complete cleaning as required to maintain safety standards.
- Maintains safety protocols including PPE, distancing, sanitizing, and screening.

Qualifications:

Educational Qualifications: Diploma in a related human / social service field. Post-secondary certificate in social work is preferred, or the equivalent experience and education. A minimum of 6 months experience working with homeless or at risk of homeless populations or an equivalent combination of education, training and experience.

Skills and Abilities: Must have understanding and working knowledge of working with vulnerable populations including those with disabilities; substance and mental health issues. Must have current knowledge of local service providers and programs supporting vulnerable populations. Must possess exceptional communication, crisis intervention, and de-escalation skills. Must have knowledge of harm reduction principles and Naloxone training.

Other Requirements:

- Food Safe Certification
- Valid Emergency First Aid & CPR certificate
- Naloxone Training certificate
- WHMIS 2015 (In-house online training to be completed when hired)
- must be able to lift 50lbs regularly
- Valid Class 5 Drivers license with access to reliable vehicle

Hours of Work: Five to six hours a day, 5 days a week. Wednesday to Sunday, with some occasional Monday and Tuesday hours.

Duration of Position: Immediately until October 31st 2024 (with possibility of contract extension until end of November 2024)

Posting Date: July 10th 2024

Send a resume and cover letter via email by Monday July 24th 4:30pm to info@cdcsc.ca. Please state the position title in the subject of your email.

Benchmark Title **PROGRAM COORDINATOR 1 – 12**

Grid Level 12 – JEP Wage Grid

Job Summary Plans, implements, and oversees the day-to-day activities of a program. Participates in program development, policies and procedure formulation, program evaluation and budget preparation.

- Key Duties and Responsibilities**
1. Plans and implements activities and special events for a program.
 2. Oversees the day-to-day operation of the program by ensuring that the necessary facilities and equipment are in place, program guidelines and policies are adhered to, and program standards and licensing requirements are met.
 3. Recruits, selects, dismisses, orients, trains, monitors and provides support to program volunteers.
 4. Makes recommendation to the supervisor regarding program development, policy and procedure formulation and program evaluation.
 5. Promotes public awareness of and support for the program by performing duties such as producing promotional materials and attending community events.
 6. Liaises with community service providers and other professionals to coordinate service provision, facilitate referrals to the program and represent the organization or program in external events.
 7. Monitors and authorizes program expenditures and maintains financial records in accordance to established procedures. Provides input to the supervisor in the preparation of the program budget.
 8. Maintains related records and statistics and produces reports as required.
 9. Performs other related duties as required.

Qualifications *Education and Knowledge*
Diploma in a related human / social service field.

Training and Experience

Two (2) years recent related experience.

Or an equivalent combination of education, training and experience.