



JOB POSTING

Title:	Transitional House Coordinator
Reports to:	Mino Bimaadsawin Health Director
Terms:	7-month contract (possible extension dependent upon funding)
Hours:	35 hours per week
Salary:	\$65,000 to \$70,000 annual, dependent on education/experience
Location:	Transitional House

Position Summary:

The Transitional House Coordinator will manage daily operation of the Transitional Home and Supervisor staff members of the Transitional House. Develop and maintain policy and procedures of the Transitional Home.

Duties:

- Consult with the Health Director on a monthly basis
- Maintain monthly reports
- Promote, support and maintain effective working relationship both internal and external agencies.
- Meet reporting requirements of funding agency.
- Ensuring on going day to day functions of the Transitional House are consistent.
- Ensure the development and implementation of appropriate protocols, policies, and procedures.
- Facilitate meetings for planning as required.
- Provide appropriate assessment of clients and referral of clients to treatment and prepare clients for entry into residential treatment or other rehabilitation/treatment programs
- Provide & prepare INTAKE of new clients
- Prepare any treatment referral packages to treatment centres, healing lodges, and other services
- Aftercare/Follow-Up: Provide aftercare to clients returning from treatment and maintain a link with the relevant treatment centres concerning client care and progress
- Provide skills in effective prevention/intervention strategies that address the challenges of addictions
- Provide monthly reports of activities taken place and numbers in attendance
- Report to Health Director
- Perform other duties as reasonably required
- Develop a weekly schedule of daily chores ie: laundry, cleaning, dishes and etc.

Qualifications:

- Bachelor of Social Worker Diploma or Registered Social Worker or equivalent combination of knowledge, skills and life experiences preferred
- Minimum of 2 years experience in managing a Transitional Home.
- Membership in the Ontario Association College of Social Workers would be an asset
- Minimum of 2 years' direct experience delivering programming, counseling, and case management services.
- Working knowledge of First Nations cultures, traditions and values, and their influence and impact on mental health and addictions
- Working knowledge and understanding of the effects of the residential school system and the multi-general impacts on first nation's men, women, youth and children living in various settings.
- Excellent Interpersonal Skills
- Excellent Management Skills
- Excellent case management and coordination skills
- Excellent conflict resolution skills
- Excellent problem - solving skills
- Excellent oral and written communication skills
- Excellent Organizational skills
- Excellent computer skills with MS Office Software
- Ability to work independently and within a team environment
- Ability to work with confidential and highly sensitive and personal information

- Ability to work flexible hours including unplanned overtime.
- Class “G” driver’s license and clean driving record, and access to a vehicle.
- Must have \$1M automobile insurance
- Proven ability to work with First Nation people
- Must provide a clear Police Records Check with Vulnerable Sector Check
- First Aid/CPR Certificate or willing to train

Applications **MUST** include:

- Current covering letter
- Current resume including current contact information (phone number and email address if available)
- Three names of references with telephone numbers and/or email addresses (one must be current or most recent employer)

DEADLINE DATE: Friday September 24, 2021 @ 4:00 p.m.
(*No Late Applications Accepted*)

Only qualified applicants will be contacted for an interview
Qualified Saugeen First Nation members will be given priority

Successful candidate will be asked to provide a current Criminal Record Check
including Vulnerable Sector Screening as a condition of employment

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If you are interested in this posting, but do not meet the qualifications criteria, consider visiting SEZ to find out how to obtain the education and training required. Your contributions to our community are important to all of us.