



Position Title: Program Coordinator – Residential – 6 Month Term

Position Details:

- Full-Time - 75 hours bi-weekly
- Six month term, potential to become permanent
- Primarily Monday to Friday, weekends as needed
- Mixture of daytime and evening hours
- Mixture of administrative and direct support work
- On call rotation
- Hourly wage between \$21.30-23.97
- There will be a three-month probationary period

About Us

Initiatives for Just Communities (IJC) is a non-profit, charitable organization that operates four community justice programs: El'dad Ranch, Touchstone, Open Circle, and CoSA. These programs support people with intellectual disabilities, Fetal Alcohol Spectrum Disorder (FASD), and those who are currently, or have been previously, incarcerated. IJC is committed to restorative justice practices, which honour the community and foster a sense of belonging.

IJC supports many Indigenous and culturally diverse participants. As an organization, we aspire to have a workforce that is representative of the diversity within our communities. We value diversity and aim to foster an inclusive work culture where everyone's contributions and professional development matter.

The Position

The Program Coordinator will be a part of our El'dad team. El'dad Ranch is a growing, dynamic, innovative program of Initiatives for Just Communities. El'dad Residential Program provides supports for adults with intellectual disabilities in their residential setting, ensuring day-to-day needs are met and supporting individuals in their life goals.

What you will do

- Coordinate, schedule, and direct participant's support team
- Support participants by ensuring ongoing development
- Create a safe and supportive environment for participants in the program
- Collect feedback from participants and stakeholders to evaluate the effectiveness of the program
- Advocate for the rights and needs of individuals with intellectual disabilities within the community and IJC.
- Work with participants, families, and other professionals to address challenging behaviors and promote positive alternatives.

- Advise on updates for individualized plans for each participant, focusing on personal goals and growth.
- Collaborate with other service providers, professionals, and community organizations to enhance the support network for participants.
- Provide leadership, guidance, training and development to the direct support team
- Implement and enforce safety protocols, procedures, and relevant policies as well as compliance with organizational and regulatory documentation requirements.
- Ensure accurate monthly Mastercard reporting, dispense and record Petty Cash, follow program budgets, and aid in participant financial plans.
- Read supported participants' shift reports, incident reports, MAR sheets, and work with conflict mediation when needed. Report updates to Residential Program Manager.
- Other duties as assigned.

Required Qualifications

- Valid Class 5 driver's license and driver's abstract;
- Excellent customer service skills with the ability to meet operational expectations while providing effective service.
- Excellent verbal communication skills with the ability to articulate in a clear and effective manner.
- Excellent written communication skills with the ability to draft correspondence in a clear and effective manner.
- Intermediate level computer skills including Microsoft Office;
- Strong desire to work with people with intellectual disabilities;
- Availability for on call rotation.

Assets

- Three years or more of post-secondary education in a related social services field or the equivalent in work experience;
- Understanding of the issues and challenges associated with intellectual disabilities;

Conditions of Employment

- The successful applicant must maintain legal eligibility to work in Canada. If the successful applicant possesses a work permit, it is their responsibility to ensure the permit remains valid.
- Satisfactory Criminal Record and Vulnerable Sector Search
- Satisfactory Adult and Child Abuse Record Checks.

Benefits include:

- IJC group benefits package after the probation period.
- RRSP plan with employer contributions
- Employee and Family Assistance Services
- Paid Sick Leave

Location – Mitchell, Manitoba.



How To Apply

Submit your application to resumes@initiativesjc.org, with **Residential Program Coordinator** in the email title.

APPLICATION DEADLINE: Open until filled.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.

We thank all applicants for their interest, but only those selected for an interview will be contacted.