



## **Position Title: Program Coordinator – Alternative Justice/Klassen House Programs**

### **Position Details:**

- Full-Time - 75 hours bi-weekly
- Mixture of weekday and weekend work
- Mixture of daytime and evening hours
- Mixture of administrative and direct support work
- On call rotation
- Bi-weekly salary range from \$1597.56 - \$1798.07
- 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**

This position will assist in El'dad's Alternative Justice Program for individuals with disabilities who are involved in the justice system, and Klassen House Program for individuals with disabilities living in cluster supports. The Program Coordinator plays a pivotal role in nurturing a collaborative atmosphere, partnering effectively with the Case Management team to support and implement Circles of Support Plans. They guarantee the availability of sufficient staffing and resources for the smooth execution of program activities. This multifaceted role involves administrative tasks such as coaching, supervising, and guiding Direct Support Professionals (DSPs), in addition to providing direct assistance to individuals receiving support as required.

### **What you will do**

- Coordinate scheduling for program activities and Direct Support Professionals, reviewing and approving timesheets.
- Anticipate decreased staffing levels or increased program needs, notifying the Program Manager and participating in the hiring process to fill needs.
- Review shift reports and ensure DSP's are following Individual's Profiles, Support Plans and Circle of Care Plans, in collaboration with Case Management's implementation.
- Complete and review various reports and documentation, which may include Incident Reports,

monthly reports, invoices, leases, housing benefits, hamper applications, etc.

- Guide the DSP team to support individuals with intellectual disabilities and collaborate with the Case Management team as needed to create and implement safety plans and crisis management.
- Conduct financial reviews and approvals, which may include managing petty cash, overseeing credit card expenditures, and authorizing program spending and vehicle mileage submissions.
- Ensure compliance with, and gathering necessary feedback on, all legal and organizational requirements, policies, and standards.
- Collaborate closely with other Program Coordinators, the Case Management team and other supports to ensure effective and coordinated operations across the organization.
- Help create, build, and maintain valued social roles for individuals receiving support.
- Provide safe and culturally relevant supports, ensuring that the supports offered respects and aligns with the values, traditions, and needs of the individual.
- Meet with Direct Support Professionals bi-weekly for 1:1 meeting, coaching and goals alignment, and hold team meetings with the DSP team.
- Hold direct reports accountable to achieve organizational goals, while also ensuring each direct report understands their responsibilities, how their work aligns with organizational goals and ensuring cultural relevancy is considered in all aspects of their support.
- Conduct performance management activities, including performance monitoring, coaching, and the preparation of performance appraisals as required.
- Other duties as assigned.

## Qualifications

### Required

- Post-secondary education in a related social services field or the equivalent in work experience. Suitable combination of education, training, and experience may be considered.
- Excellent interpersonal skills, with the ability to build working relationships, manage conflict, and provide direction.
- 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.
- Strong desire to work with individuals who live with intellectual disabilities.
- Excellent critical thinking and creative problem-solving skills
- Demonstrate cultural competence and understanding of diversity, inclusivity, and equity issues. This includes respecting and valuing different cultural backgrounds, beliefs, and identities to ensure equitable access to services for all clients.
- Strong planning and organizational skills.
- Ability to assess risk, setting and modelling safe & appropriate boundaries.
- Intermediate level computer skills including Microsoft Office Suite, including Sharepoint.
- Ability to maintain confidentiality, including adhering to PHIA and FIPPA.
- Ability to work under pressure and handle work-related stress.
- Ability to exercise patience and flexibility.

- Participation in training opportunities and willingness to learn and adapt to new processes or procedures.
- Understanding of the issues and challenges associated with intellectual disabilities and FASD.

**Assets**

- Previous experience working with individuals with disabilities.
- Prior experience overseeing individuals in a supervisory capacity.
- Experience with/understanding of the Manitoba Justice System.

**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 Check with Vulnerable Sector Search.
- Satisfactory Child and Adult Abuse Registry Check.
- Valid Class 5 Driver's License with satisfactory Driver's Abstract.
- Successful completion of First Aid certification and any other compulsory safety courses.
- Satisfactory work references.
- Participate in on call rotation.
- Adhere to all IJC policies and procedures.

**Benefits include:**

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

**Location – Giroux, Manitoba.****How To Apply**

Submit your application to [resumes@initiativesjc.org](mailto:resumes@initiativesjc.org), with **AJP/KHP 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.*