



Job Posting #E036-01

Program Coordinator, Full Time – Courtenay, BC

Salary: \$34.75 per hour

Lookout Housing and Health Society is a charitable organization and social safety net that provides housing and a range of support services to adults with low or no income, who have few, if any, housing or support options. As the people we serve have challenges meeting basic needs and goals, we place minimal barriers between them and our services. We believe that helping people help themselves is essential in addressing homelessness and all the issues that surround it. Securing appropriate housing is the first and most essential step in achieving responsible and independent individuals. For more information about Lookout, please visit www.lookoutsociety.ca.

Position Summary

The Program Coordinator provides direction and oversight to the residential housing property, ensuring all clientele receive the pertinent service required. The Program Coordinator also ensures that the goals and philosophy of the Society and programs are met, while maintaining a minimal barrier, open-door service to adults who are disenfranchised from other housing. With supervision and support from the Residential Program Manager, this position is responsible for personnel management including hiring, training, and providing support for discipline issues and appraisals. Other responsibilities include; payroll, callouts, scheduling, administration, and support of personnel in their work performance. The Program Coordinator assists in ensuring program budget is maintained, forwards purchase orders to Manager for approval, and provides required financial documentation. The Program Coordinator will liaise with the neighbourhood and service community and deal with the public, other service agencies, and professionals. The Coordinator is responsible for complying with and contributing to all aspects of health and safety program. The schedule for this position is Sunday through Thursday 40 hour work week with an occasional requirement to work additional hours in order to meet deadlines.

Qualifications:

- Post-secondary education, preferably in the Social Services or Health fields, or comparable experience
- Two (2) years of experience working in the community social services sector and in a unionized environment
- Experience with scheduling, payroll, budgeting, and human resources is an asset
- Demonstrated knowledge of income assistance, affordable housing, and health resources
- An Occupational First Aid Level 1 Certificate is required along with a Criminal Record Clearance for the Vulnerable Sector
- **Must have two doses of COVID 19 Vaccine**
- **Must have class five and access to own vehicle**

Skills and Abilities:

- Strong collaborative approach to delivering and developing programs and services
- Proven ability to lead and work with a staff team in a unionized environment
- Demonstrated experience collecting program statistics and delivering reports
- Strong time management skills with the ability to manage a workload with multiple priorities
- Proven communication and conflict resolution skills

TO APPLY: Submit cover letter and resume, and quote **Job Posting #** in subject line to:

Lee.Fox@lookoutsociety.ca



CLOSING DATE: Applications will be accepted until **July 15, 2024 at 5:00pm**

***Only those short-listed will be contacted. No phone calls please.**