

Job Posting #E031-22

Program Coordinator, Temporary Full Time – Gateway Shelter - Surrey, BC (Temporary position until incumbent returns)

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 reports to the Program Manager and Director of Health – Fraser Region and provides direction and oversight to the program, 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 an open-door service to adults who are seeking recovery from mental health and substance use issues and are disenfranchised from other housing. With supervision and support from the 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, direct client support 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 schedule for this position is Monday through Friday 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 harm reduction, naloxone intervention, health resources, etc.
- 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
- Strong understanding of mental health and substance use recover methodologies
- Proven ability to lead and work with a staff team in a unionized environment
- Demonstrated experience collecting program statistics and delivering reports
- Demonstrated experience operating a program with requirements under the Community Care and Assisted Living Act, Assisted Living Registry, and Fraser Health licensing for STLR programs
- 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:

Hannah.Han@lookoutsociety.ca

CLOSING DATE: Applications will be accepted until **September 29, 2022 at 5:00pm**

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