



Program Coordinator

Full-Time (37.5 hours per week)

Accessible Housing opens doors to homes that are accessible and affordable for people with limited mobility. Through providing a continuum of housing and supports, we work to ensure that everyone has a home and belongs in community.

Program Description

The Program Coordinator will provide overall leadership, coordination and support to the Bridge to Home program that serves individuals with physical disabilities and mobility issues who have experienced chronic or episodic homelessness. This position will provide day to day support, mentoring and coaching to the community Caseworkers, as well as, ensuring the safe and effective delivery of services to all clients. The Program Coordinator will ensure that the goals and objectives of the program are met and that the program is maintained and developed in line with the philosophy, policies and strategic priorities of Accessible Housing.

Duties and Responsibilities

Principles and Values:

- Promote agency values: maximum individual independence, equal opportunity, integrity and trust, collaboration and team work and respect
- Ensure that the program follows a client centered and strength based approach
- Promote teamwork by creating a supportive, collaborative and open work environment
- Demonstrate knowledge of agency philosophy, work in an ethical manner, and represent agency in a positive manner

Leadership:

- As opportunities arise, propose and implement strategies that would improve service and supports provided to our clients
- Monitor the effectiveness of the Bridge to Home program. Identify necessary changes and develop goals, objectives and activities to address those changes
- In collaboration with the Director of Programs, create, implement and evaluate annual program goals and strategies that connect with the organizational goals and strategic priorities
- Use critical thinking and problem solving skills to make decisions for the program that take into account the best interests of clients, the program, and organization
- Liaise with other professionals and agencies, develop linkages to community resources and provide relevant information to staff
- Facilitate and foster collaboration with other programs within the organization
- Ensure compliance with all agency policies and relevant standards
- Reward and recognize staff for their contributions
- Act as a resource for the agency in the community when needed

Program Management:

- In coordination with the Director of Programs, hire program staff. Orientate, train and supervise all program staff
- Provide day to day support, mentoring and coaching of staff, and coordination of regular team meetings
- Review and approve staff timesheets, requests for vacation etc.
- In collaboration with the Director of Programs, develop and monitor program budgets
- Maintain and reconcile all monies, including petty cash and gift cards
- Track and report monthly, outcomes for the program
- Review and submit monthly HS Housing Frist HMIS Reports

Qualifications

- Certificate, Diploma or Degree in human service field and 3 to 5 years of supervisory or management experience
- Knowledge of homeless serving sector is an asset
- Experience working with individuals with disabilities is an asset
- Knowledge of housing opportunities for individuals with physical disabilities and mobility issues
- Knowledge of relevant community resources
- Excellent interpersonal, communication, and organizational skills
- Ability to work independently and be flexible with changing needs/priorities
- Knowledge of Microsoft Office programs

Working Conditions

- The Program Coordinator usually works in an office environment
- The Program Coordinator works a standard work week with the understanding that flexibility in their schedule may be needed to ensure smooth program operations and the ability to connect with various staff
- Transporting clients as need
- Risks associated with working with “at risk” clients

Physical Requirements

This position may require moving of furniture, and some light lifting, up to 50lbs

Application Information

If you are looking for a rewarding career at a growing organization, please apply with your resume and cover letter and cite **Competition B2HPC**. Applications can be sent to marsha@accessiblehousing.ca

Only those selected for an interview will be contacted.

Closing Date for Applications: Until a suitable candidate is found.

Accessible Housing employees enjoy competitive compensation, extended health and dental benefits, a matching RRSP after one year of service, an accelerated schedule for earning additional vacation days, your birthday off, and a flexible work environment.