



**TITLE:** Marguerite's Place Supportive Housing Program Coordinator

**CLOSING DATE:** 16 July 2022, 6:30PM NST

A day in the life of the Marguerite's Place Program Coordinator could include anything from starting the day drafting plans to support a resident in working with a Managed Alcohol Program, planning for prison inreach visits in Clarendville, spending the afternoon writing a proposal for a garden space for residents, and supporting housing workers to gain new skills and develop new programming based on resident needs. No two days will be the same in this position, but it will be fulfilling, you will know you are doing important work, and you will be part of a team that values balance, harm reduction, anti-racism, and approaches their work with an intersectional feminist perspective.

The Program Coordinator is responsible for the overall implementation of Marguerite's Place Supportive Housing including: directing the work of the housing support staff, programming, development of individual support plans, providing supportive counseling, and advocacy for residents living at Marguerite's Place, as well as to other program participants in need of one-on-one, housing, employment, and crisis support. This position will work with community partners working to end homelessness and provide education on issues related to women, non-binary people, and homelessness.

This is challenging work, no doubt, but you will be supported to envision a future in which affordable and supportive housing, focused on harm reduction first, is available to all women and non-binary people in our community and you will be empowered to build that future.

Marguerite's Place was opened by the St. John's Status of Women Council in 2011, to provide safe, affordable housing and supports to women and non-binary people over the age of thirty from a Housing First perspective. Residents are invited to stay in our accessible, fully furnished bachelorette suites for up to three years while receiving supports, transitioning to independent living in the community.

The SJSWC values the important perspectives that diversity brings, both in our organization and in our community; we are taking steps to ensure our hiring practices reflect that value. Our goal is to attract, develop, and retain skilled and strong volunteers and employees from diverse backgrounds allowing us to benefit from a wide variety of experiences and perspectives. In line with this, preference will be given to and applications are encouraged from women (transgender and cisgender) and non-binary people who are: Indigenous, Black, and people of colour, people who are differently abled in both visible and/or invisible ways, people with experiences in substance use, the sex trade, and people with experience in the criminal justice system.

If you require an accommodation at any stage of the recruitment and selection process, please let us know and we will work with you to meet your needs.

## **Major Responsibilities**

### **Program Development (30%)**

- Proposal drafting, future visioning, planning and evaluating the programme
- Contributing to the organizational strategic plan, staff work plans that reflect this work
- Development and revision of program guiding documents
- Development of program metrics and building learning based on those

### **Resident Support (30%)**

- Completing psycho-social assessments
- Information and referral services
- Financial education, planning and counseling
- Crisis intervention
- Navigating community services
- Initiates group counseling sessions (as determined by needs and interests of residents; may include topics such as self-harm, mental health and addictions, violence prevention)
- Provides coaching in conflict resolution for the residents of MP
- Works in conjunction with the team, at Marguerite's Place, to provide a safe respectful and empowering environment
- Works to promote individual wellness while providing services including support groups, emergency counseling, ongoing counseling, support and assistance to residents
- Assists with the selection and transition of residents to Marguerite's Place
- Is available to former residents living off site during the transition process or as needed
- Delivers specialized groups and programs for women and non-binary people.

### **Staff Supervision (30%)**

- Directing the housing support staff in the development and oversight of support plans for the residents.
- Providing support and direction to housing staff in all matters of support and counselling to the residents.
- Continuous professional development on a variety of issues that impact women and non-binary people in their life transitions
- Supervision of students from various disciplines
- Development of schedules, reporting of hours

### **Administration (10%)**

- Financial oversight and planning
- Funding report drafting
- Liaising with other organizations focused on housing in the community
- Other duties as required

## REQUIREMENTS

### Qualifications

- BSW required (with registration), with an MSW or equivalency in residential experience preferred
- Three years' experience working in a residential setting is required
- Experience in staff supervision required
- Excellent organizational and time-management skills
- Ability to work with confidential information
- Experience working from an Anti-Racist, Anti-Oppression, Harm Reduction, Housing First, and intersectional feminist perspectives and principles
- Preference given to those with counselling experience
- A strong background in mental health and addictions is required
- Experience working with individuals with complex needs is required
- Strong knowledge of community networks and supports
- ASSIST and First Aid
- Access to a vehicle is highly preferred

This position is highly independent and will report to the Executive Director.

### Hours of Work

Monday – Friday, 8:00 am – 4:00 pm, with flexibility for evening meetings as required and covering shifts when necessary. Balance is vital to this position though, so flex time will be compensated with time off as required. The probation period for this position is three months, but feedback will be provided and requested regularly.

### Salary and Benefits

The salary range for this position starts at \$60,000 annually (with a potential increase relevant to qualifications). The position also includes 15 days annual leave, 12 statutory holidays, and generous health leave.

The person employed in this position must be eligible to work in Canada and upon being offered the position must submit a certificate of conduct (police records check) – please note the certificate of conduct does not have to be clear and any existing records will be discussed confidentially.

**Closing Date:** Saturday, 16 July 2022 6:30PM Newfoundland Time. Please email a cover letter and resume to: [hiring@sjwomenscentre.ca](mailto:hiring@sjwomenscentre.ca) **Applications without a cover letter of some kind will not be considered.**