



TITLE: Marguerite's Place Supportive Housing Program Coordinator

CLOSING DATE: 15 March 2023, 6PM 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 believes in balance, harm reduction, and approaches all of their work with an intersectional feminist perspective.

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%)

- Collaborating with other programs and staff within the organization to ensure that our programming is offering wrap around support.
- Proposal drafting, future visioning, planning and evaluating the program.
- 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 statistics.
- Building relationships with and conducting joint advocacy with community partners working to end homelessness.

Resident Support (30%)

- Working with staff to ensure that residents have the support they need to reach their goals. This can include the completion of assessments, referral to community services, program development
- Works to promote individual wellness while providing services including support groups, emergency counseling, ongoing counseling, support and assistance to residents
- Develops and maintains systems that support the full support of residents of Marguerite's Place.

Staff Supervision (30%)

- Works in conjunction with the team, at Marguerite's Place, to provide a safe respectful and empowering environment.
- Providing the necessary support and professional development opportunities to Marguerite's Place staff.
- Directing the housing support staff in the development and oversight of support plans for 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

Administration (10%)

- Financial oversight and planning
- Funding report drafting
- Scheduling and reporting hours
- Other duties as required

REQUIREMENTS

Qualifications

- Program management and coordination experience with extensive staff support and supervision as well as advocacy experience and/or a Bachelor of Social Work required (with registration), with an MSW or equivalency in residential experience preferred
- A strong understanding of housing related challenges and the issues
- Three years' experience working in a residential setting is required
- Experience providing an environment of growth, challenge, and support with and for staff required
- Experience building, working towards, and monitoring the path towards longer term goals in a program
- Excellent organizational and time-management skills
- 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
- Knowledge and experience in complex mental health issues, substance use, trauma, conflict resolution, and crisis intervention
- Knowledge of Harm Reduction, Feminist Approach, Trauma-Informed Approach, Anti-Racist and Anti oppressive Frameworks.
- Demonstrated communication (verbal and written) and interpersonal skills required
- Demonstrated independence, critical thinking, and problem-solving skills involving innovation and creativity in solution development
- Experience working in an inclusive environment, working with trans, Indigenous, 2SLGBTQIA+, nonbinary, sex working women, and women who have been impacted by the criminal justice system.

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

Hours of Work

General office hours (Monday, Tuesday, Thursday, Friday 8:00 am – 4:00 pm, Wednesdays 1PM – 9PM, schedule is flexible to allow time for one to one conversations with staff as required). The probation period for this position is six months, but feedback will be provided and requested regularly.

Salary

The salary for this position starts is \$62,000 annually (with a potential increase relevant to qualifications).