



Competition No.: **2024-033**  
Position: **Transitional Housing Coordinator**  
Salary: **Salary to commensurate with qualifications**  
Conditions: 

- Full Time Permanent

  
Department: **Post Majority Unit**  
Location: **West St. Paul, MB**  
Closing Date: **April 3, 2024**  
How to apply: **Email: [hr@secfs.ca](mailto:hr@secfs.ca) Fax: 204-594-0499**

The Transitional Housing Coordinator is responsible for ensuring that transitional homes operate in a collective, structured, and supportive manner, promoting a positive and healthy environment beneficial to the growth and independence of participants who have aged out of Agency care. Operating 24/7, Post Majority transitional homes provide temporary supportive housing, aiding Post Majority supported young adults in their journey towards achieving their self-identified goals while working towards securing permanent housing. The Transitional Housing Coordinator will oversee all program functions and collaborate with Agency Direct Service Workers as required.

### **RESPONSIBILITIES:**

- Responsible for implementing policies and operational processes, participant engagement strategies, and ensuring safety of housing environment.
- Develop and maintain a structured transitional program, guided by cultural values of program participants.
- Provide timely intervention and supports in crisis situations including utilizing non-violent crisis intervention strategies.
- Ensure participants are supported and have access to; substance use sobriety and recovery, life skills, recreational activities, community building, social engagement, permanent housing, financial, employment, education, mental health, and parenting skills.
- Monitor individualized and self-identified goals and life plans with timely and ongoing wrap around supports for program participants.
- Provide culturally appropriate services that are centered around the physical, emotional, cultural, recreational, mental health and spiritual well-being of the young adult; connect the young adults with their families, communities, traditions; utilize land-based activities.
- Ensure transitional homes are clean, tidy, and organized with resident participation.
- Assist with the development and administration of programming, outings, events, and young adult-led initiatives; plan, organize, and document service requests including transportation, communication, registration, cultural materials, and financial costs.
- Create staffing schedules and ensure coverage for all properties 24 hours a day, 7 days a week, including on-call.
- Supervise Transitional Unit staff and work in collaboration with other SECFS units; contribute to team effectiveness by participating in team building activities; provide support and assistance when required.
- Develop and implement processes to gather information, monitor, evaluate and track data using a variety of methods that allow for analysis, summarization, and reporting.
- Ensure that reporting and tracking expectations, as required by Indigenous Services Canada for Post Majority Support Services, are met.
- Ensure proper documentation is submitted for financial billing/invoicing in a timely manner.
- Other duties as assigned.

### **QUALIFICATIONS:**

- Post-secondary degree/diploma in social services (an equivalent combination of education and/or experience may be considered).
- Minimum of two (2) years experience in a supervisory role within a social services agency.
- Strong organizational and time management skills; detail oriented with a high degree of accuracy; ability to multi-task.

- Knowledge of *The Child and Family Services Act; An Act respecting First Nations, Inuit and Metis children, youth, and families, The Adoption Act;* and Indigenous child welfare practices.
- Demonstrated understanding and appreciation of Anishinaabe cultural beliefs, values, norms, ceremonies, and teachings; Demonstrated ability to work respectfully and effectively with First Nation communities i.e., leadership, children, families, colleagues, collaterals, as well as understand the Southeast communities.
- Lived experience with addiction and recovery considered an asset.
- Experience with providing supports and interventions for trauma/crisis, addictions, family violence, child abuse/neglect, grief, and loss issues.
- Proficiency with Microsoft Office (i.e., Word, Excel, and Outlook); proficiency with internet-related software.
- Excellent verbal and written communication skills (ability to speak Ojibwe is an asset).
- Valid driver's license and a reliable vehicle.
- Must be willing and able to travel to designated First Nations communities and rural areas as required.
- Satisfactory Criminal Record, Prior Contact; and Child Abuse Registry Checks.
- Must be able to work flexible hours, including evenings and/or weekends.

Preference will be given to Southeast members and Indigenous candidates (First Nations, Métis, or Inuit) meeting the position requirements. **All Indigenous applicants are asked to self-declare within their cover letter.** We thank all applicants; however, only those candidates selected for an interview will be contacted.

***We offer competitive wages and an exceptional benefits package.***