



Coordinator – Programming & Services

From: Immediately (This is a maternity leave replacement position)

Term: 1 year contract (possibility of renewal)

Schedule: 18 hours/week (working schedule to be determined)

Salary: \$16+ based upon educational level and experience

Our Harbour / Le Havre is seeking a dynamic Coordinator-Programming & Services to work with a team of volunteers and staff to support autonomous residents who live in shared apartments in the city of Longueuil. In addition to responsibility for managing 3 – 5 apartments, the Coordinator – Programming will be responsible for developing, implementing and managing an appropriate programme of activities and workshops for all residents. He / she will work closely with another Coordinator and report to the Director General.

Our Harbour / Le Havre is a bilingual, community organization funded by donations and grants that provides long-term housing for adults living with mental illness. We are committed to the belief that everyone living with mental illness can be part of a community and live a meaningful life.

Job Description:

- Work as part of a team to support residents to live fully in the community
- Have direct responsibility for 3 -5 Our Harbour apartments (9 - 15 residents)
- Participate in interviews to assess potential residents: goal 0% vacancy rate
- Be familiar with referral resources, community agencies and health services
- Liaise with partners with a view to providing integrated programmes
- Maintain complete, accurate records and reports
- Provide backup support, during vacation or absences, for 5 additional apartments

- Programming & Services
- Develop, implement and coordinate:
 - a sustainable, integrated programme of monthly educational workshops
 - a regular, sustainable series of recreational activities and outings
 - partnerships with other community agencies that provide activities and opportunities
- Plan and oversee individual progress plans and group activities
- Assist in the recruitment and management of the volunteers required to support Our Harbour activities and programmes
- Participate in Board committees and undertake special projects as requested
- Undertake administrative assignments as requested

Requirements:

- Minimum D.E.C in Social Services; Bachelor's in Social Services, Human Systems Interventions or similar educational level
- 3+ years of related work experience in a health care or medical setting
- Experience working with people living with mental illness
- Bilingual, spoken and written
- Maturity, warmth, patience, good listening skills; ability to engage people
- Excellent interpersonal and communication skills
- Demonstrated ability to manage group discussions
- Demonstrated ability and availability to handle a crisis situation outside work hours
- Ability to work independently and as part of a team
- Willingness to accept a flexible schedule
- Demonstrated writing and presentation skills
- Creativity and problem-solving skills
- Good computer skills (Excel, Word, Outlook, PPT, etc.)
- Must own and have daily use of a car

Interested candidates are invited to send an up to date resume and a covering letter to dg@ourharbour.org . We thank all applicants for their interest. Only qualified candidates meeting the requirements will be contacted.