



**Native Women's Centre
Honouring the Circle Program Coordinator (\$18.87/hr full-time)**

Summary: The Honouring the Circle Program Coordinator ensures a secure, empowering environment for women, provides crisis intervention and emergency services, client assessments, intakes, plans of care, and resource support, and those experiencing homelessness. In accordance with Native Women's Centre policies and procedures, pertaining to shelter services and acts as a support system to Indigenous women, and those that identify involvement with homelessness. The Program Coordinator will elders/traditional teachers to provide monthly sharing circles, and cultural teaching to the residents. The residents will be able to participate and be engaged to grow their success to maintain permanent housing and reduce poverty. The Coordinator will create cultural educational workshops to deliver cultural awareness and training. The Coordinator maintains an appropriate professional relationship while working as a proactive member of the Native Women's Centre staff.

STATEMENT OF QUALIFICATIONS

- Post-Secondary education/degree/certificate/diploma in Social Work or relevant discipline or a minimum of three years equivalent combination of work and volunteer experience in the provision of services regarding family violence and/or other relevant disciplines.
- Provide cultural resources to the residents at Honouring the Circle
- Knowledge of social justice practices; recognize dignity of all persons
- Computer proficiency for database, correspondence, spreadsheets, presentations
- Provides clinical supervision of program staff, supervises client documentation.
- Facilitates the resolution of problems among and between staff, volunteers and clients.
- Monitors staff job performance, including evaluations, reviews, disciplining and termination.
- Maintains documentation.
- Participates in the hiring committee, orientation, training and scheduling of program staff.
- Provides support and direction for students and volunteers.
- Provides support and emergency back-up for staff in day to day operations.
- Ensures that annual program plan and annual program evaluation takes place, including the establishment of program's goals and objectives. Monitors program plan with input from clients and staff.
- Collects and prepares statistics, provides monthly program activity reports to the Executive Director.
- As a member of the On-Call Team, provides back-up coverage on a rotational basis for NWC programs.
- Ensures appropriate program delivery staff scheduling.

- Maintains current program Procedures Manual with updated and revised documentation as necessary.
- Liaisons with other NWC programs and relevant community agencies to ensure effective service delivery for women and children.
- Communicates effectively program specific developments to the Executive Director.
- Participates in ongoing training and development in the areas of management, program planning and evaluation as well as issue education.
- Must have own reliable form of transportation
- Valid G driver's license with access to reliable vehicle, be willing to provide a safe driving record as indicated by a Driver Record Search
- Be able to provide a current Criminal Records Search including a Vulnerable Sector Screening Report upon offer of employment
- Employee will be required to expand and enhance their knowledge, abilities and personal suitability and be able to demonstrate/implement these requirements on an on-going basis.
- Valid, current First Aid/CPR

ABILITY:

- To keep abreast of new theories and approaches in the field of family violence
- To plan and facilitate safe therapeutic counselling
- To maintain a case management system
- To communicate at a high oral and written level
- To work independently and without direct supervision
- To competently operate office equipment; computers, MS Office software, photocopiers, fax machine/copier
- To develop and maintain quality time management skills
- To maintain a good rapport with external resources
- To assess, prioritize and complete multiple responsibilities
- To work flexible hours
- To be punctual
- To work in a highly stressful environment

PERSONAL SUITABILITY:

- Sensitive to other cultures, customs and traditions
- Maintains and respects healthy boundaries with all individuals
- Able to demonstrate personal and professional ethics; responsibility, initiative and co-operation
- Cooperates with others to foster teamwork
- Objective, respectful and sensitive in the performance of all duties

Prepare, conduct and maintain administrative duties in a timely manner by:

- adhering to and abiding by the contents of the Native Women's Centre operations manual, completing and submitting weekly timesheets, appropriate leave forms, monthly reports, Professional/Personal Development requests and summaries as identified
- individual and group summary reports as required
- assisting in the development of annual work and training plans
- assisting in any evaluation process and / or review as required by funding sources
- completing all requirements of supervision (preparation, participation and completion), annual evaluations, discipline reports and probation reviews
- attending to all mandatory meetings and training as required
- submitting all internal and external documentation to immediate supervisor for review and signature
- completing all duties in the strictest of confidence
- assisting and planning of menus, purchasing of groceries and supplies when required
- other duties as assigned

Promote a supportive, respectful and harmonious team environment by:

- working cooperatively and in coordination with all staff members
- communicating concerns with all staff members in a sensitive, direct manner to promote understanding and resolution
- providing compassion / nurturance to those involved with Native Women's Centre who are experiencing a tragedy (e.g.) cooking
- participating in special events related to Native Women's Centre initiatives to encourage wellness and spirit
- assisting in general housekeeping and maintaining safety requirements
- informing / liaising with other agencies / community members about family violence from an Indigenous perspective
- planning, implementing and / or assisting with fund raising activities
- being willing to participate in personal therapeutic healing process and provide documentation as required/requested
- relating to one another with respect and kindness to promote the principles of the Good Mind, peace, and Ganohkwa
- promoting Indigenous principles, values, beliefs, language and customs ongoing maintenance of personal and professional growth and development

Preference will be given to those applicants with Aboriginal ancestry

Native Women's Centre is committed to staffing employee's representative of the urban Indigenous population we serve. We encourage First Nation, Métis, Inuit, and Indigenous applicants to apply and please self-identify in the cover letter.

Selection Process: The position will be filled through a review of application packages and resulting interview process. We thank you for your interest, however, only those applicants selected for an interview will be contacted. No phone calls, please.

CLOSING DATE: March 29, 2019

To apply submit a completed application package to:
Native Women's Centre

Email: ed@nativewomenscentre.com

FAX: 905-664-1101

By mail: 1900 King Street East, P.O. Box 69036,
Hamilton, ON L8K 1W0

Completed application package **must include:**

- 1) Cover letter
- 2) Resume
- 3) Two (2) current written employment references

Mark envelope or put in subject line: **Honouring the Circle Program
Coordinator/Confidential**

***Only those selected for interview will be contacted. * Nya weh / Miigwetch**