



INTERNAL / EXTERNAL POSTING: NOVA VITA SECOND STAGE HOUSING PROGRAM COORDINATOR

WHY JOIN THE FAIR TEAM?

We strive to attract, retain and motivate talented people to attain our vision of strengthening communities by providing customized tools and resources to overcome individual obstacles and family challenges. FAIR offers many opportunities for growth and advancement within the agency. Our total compensation plan includes a benefits package that represents our commitment to employee health and wellness and includes (as applicable per FAIR policy and plan rules):

- paid vacation leave
- paid sick leave (at 100%)
- paid birthday hours off in the month of your birthday
- 12 statutory holidays per year
- compressed work week upon approval
- Municipal Pension Plan
- Extended Health and Welfare benefits

NOVA VITA SECOND STAGE HOUSING COORDINATOR

There is an opening for a temporary Program Coordinator; hours are 20 – 30 per week (negotiable). Remuneration is at FAIR Wage Grid level 14 (\$23.65 - \$27.56 per hour) plus benefits as per FAIR policy. This position reports to the Executive Director.

JOB SUMMARY

Managing a long term (up to 12 month) residential program for women and their dependent children who have left abusive relationships or who have experienced past abuse. Includes conducting intake assessments, responding to support and resource needs, working in collaboration with the transition house team and community service partners. Providing support and facilitating service linkages to residents on day-to-day or larger issues, responding to emergency situations, and facilitating resident's and support group meetings. Residential management component includes collecting rents and damage deposits as well as communicating building maintenance needs following the program guidelines.

QUALIFICATIONS

Education and Experience:

- Bachelor's degree in a related human / social service field (preferred)
- Or equivalent combination of education / training, skills and experience

Applicants should submit a cover letter and resume to Janet MacNeil, Executive Director, by email at: jmacneil@trailfair.ca. This posting will remain open until filled. Only short-listed applicants will be contacted.

Note: All positions at Trail FAIR are subject to satisfactory clearance results from the *Provincial Ministry of Justice Security Programs Division Criminal Records Review Program*.