



MPA Society

Empowerment in Mental Health since 1971

April 16, 2019

JOB POSTING

POSTING NUMBER: 2019-31

POSITION: Program Coordinator
Regular Full-Time

UNION: HEU – MPA Certification

PROGRAM: Duke House & Irvine Place
Vancouver

SALARY RANGE: Grid 35: \$25.14 - \$27.15

HOURS OF PAY: 37.5 hours per week

SCHEDULE: Monday to Friday: 0900 hrs to 1700 hrs

START DATE: May 6, 2019

All candidates subject to a criminal records check.
Qualifications and job description attached.

Please indicate posting number 2019-31 when sending applications and resumes to:
hr@mpa-society.org

Internal Applicants no later than 4 p.m. on Tuesday, April 23, 2019.

** Days and hours of work may change.

cc Union
File



MPA Society

Empowerment in Mental Health since 1971

Job Description – Program Coordinator

Duke House and Irvine Place

Classification Benchmark:	Residence Coordinator
Grid Level:	Grid 35
Collective Agreement:	Community Subsector Association
Reports To:	Operational Director

Job Summary

Oversees the day-to-day operation and maintenance of an assigned program or residence such as a group home, hotel, or apartment by performing duties such as ensuring residence maintenance and safety.

Functions & Responsibilities:

1. Interviews clients, gathers background information, determines client suitability for the housing program, informs clients of program policies and procedure, and makes referrals to other programs as required.
2. Supervises staff by performing duties such as assigning work, providing feedback and evaluation, determining training requirements, orientating new staff, and maintaining timekeeping and attendance records. Resolves staffing problems, including calling in staff to ensure appropriate staffing levels.
3. Assists in recruitment and selection of staff by performing duties such as reviewing applications, providing input into the development of interview questions, and participating on interviews panels.
4. Participates in case planning with clients and/or healthcare providers to meet the needs of the client and/or community.
5. Assists in the preparation of the budget for assigned programs and/or service, monitors and authorizes budgeted expenditures, and assists with financial reports and payments. Maintains related records and reports.
6. Advocates for clients by problem solving in areas such as financial assistance, accessing community resources, and obtaining volunteer placements. Provides crisis intervention in situations such as medical emergencies and client disputes.



MPA Society

Empowerment in Mental Health since 1971

7. Ensures the maintenance, cleanliness, and safety of programs and residence. Contacts outside contractors for maintenance work as required. Ensures the residence's inventory of supplies is maintained by performing duties such as contacting outside suppliers and following up on discrepancies.
8. Reviews and maintains related documentation such as resident progress reports and care plans.
9. Acts as a liaison with community agencies, promotes and encourages community involvement in the program.
10. Provides direction to clients and/or volunteers, and monitors and assists as required.
11. Fulfills all functions and responsibilities of Mental Health Workers in their program(s) of supervision as needed.
12. Performs other related duties as assigned.

Education, Training & Experience

1. B.A. in Behavioral Science or Diploma in Community Social Service – Mental Health specific preferred.
2. Class V Drivers License
3. Certificates in CPR and First Aid
4. Recent, related experience in a like setting of three years or an equivalent combination of education, training, and experience, or other qualifications determined to be reasonable and relevant to the level of work.

Skills & Abilities

1. Ability to communicate effectively, both verbally and in writing.
2. Physical ability to carry out the duties of the position.
3. Ability to work independently and in cooperation with others
4. Ability to operate related equipment.
5. Ability to plan, organize, and prioritize.
6. Ability to establish and maintain rapport with clients, staff, management and collateral services providers.
7. Ability to observe and recognize changes in clients.
8. Ability to supervise.
9. Ability to analyze and resolve problems.
10. Leadership skills.
11. Knowledge of Psychosocial Rehabilitation and Concurrent Disorders including theories and methods.