

Position:

Team Coordinator - Street Level Women at Risk Program (SLWAR)

Reports To:

Program Manager

Position Summary:

An exciting and unique opportunity exists in the Street Level Women at Risk Program, a leading Housing First Program. The Team Coordinator is an employee of Addiction Services of Thames Valley (ADSTV). The Team Coordinator will play a key role in the day to day operations of the Street Level Women at Risk Housing First Program and the response that provides intensive, in-home supports for women.

For information on the Street Level Women at Risk Community Plan please follow this link:

[Community Plan](#)

Hours of Work:

- Permanent
- Full-time, 35 hours/week
- Participation in an on-call rotation
- Schedule includes days, evenings and weekend shifts including stat holidays

Compensation:

- \$23.63-\$25.27/hour
- Benefit eligibility after 3 months
- 19 days' vacation to start

Position Responsibilities:

- Coordinate, support and work alongside a team comprised of Housing Stability Workers and a Housing Finder
- Provide regular communication to the SLWAR Program Manager
- Respond to identified areas of concern and coordinate resources accordingly
- Monitor fidelity of intensive case management practice to Model and Guiding Principles
- Monitor electronic and written record-keeping activities, e.g. databases, on-call logs, incident reports, progress notes and participant files
- Be responsible for the data collected and participate in the analysis and report writing under direction of the SLWAR Managing Director and Program Manager
- Ensure a seamless delivery of services across all areas of SLWAR and function in an effective/efficient manner to establish daily priorities
- Act as a frontline staff when needed to support maintaining service intensity
- Accompany participants to appointments, and meet with participants in their homes as needed
- Support the Program Manager with the implementation and facilitation of intake and SLWAR teleconferences as assigned

- Respond through a harm reduction approach
- Work cooperatively with the Street Level Women at Risk collaborative agencies and other supports involved with the participants ongoing care
- Broker and advocate with other system elements, accompany clients to appointments, provide proactive crisis planning, organize meaningful daily activity opportunities and liaise with Ontario Works and Ontario Disability Support Program
- Participate in SLWAR team meetings
- Alert the SLWAR Program Manager or designate of information that could affect the safety and well-being of street involved individuals
- Other duties as assigned

Requirements:

- Completed post-secondary education in social services or related field required
- Minimum 2 years work experience in addictions, mental health and/or homeless prevention required
- Clear Police Vulnerable Sector Check required
- Valid G driver's license, access to a reliable vehicle
- Proof of current automobile insurance coverage allowing transportation of participants required
- Valid certification in First Aid, CPR required
- Registration with a certification body preferred
- Experience working with individuals experiencing homelessness
- Experience in assisting persons living with addictions, mental health, psycho/social/physical, educational, emotional and/or environmental concerns in a social service setting
- Sector experience to include: housing and community integration, women's issues, violence against women, addiction/mental health, child welfare, the criminal justice system
- Proven experience/skill in training development and facilitation
- Experience in the provision of supervision and training of staff
- Advanced knowledge of services to support this population and an ability to coach staff in providing advocacy and proactive participant planning with other system elements
- Superior communication skills
- Thorough understanding of harm reduction theory and demonstrated ability to implement harm reduction strategies
- Advanced knowledge of SPDAT screening and assessment principles and strategies
- Experience working from a trauma-informed, relational approach
- Considerable experience addressing the needs of individuals and families experiencing homelessness or those at risk of homelessness including developing and implementing successful case management plans
- Knowledge of services to support this population and an ability to provide participant advocacy and proactive participant planning with other system elements
- Experience with ongoing evaluation of complex case management or treatment plans, engaging with the participant and other resources in adjusting the plan, as appropriate
- Community experience in crisis management
- Experience with conflict resolution practices including "in the moment" problem solving and intervention
- Strong ability to work with collaborative partners and community service providers

- Proficiency with computers, smart phones and a variety of software programs including presentation technology, video-conferencing and project management
- Valid certification in ASIST and Nonviolent Physical Crisis Intervention preferred

Working Conditions:

- Use of personal vehicle and public transportation with participants
- Possibility of working alone
- Working in a variety of locations, participant's homes, community locations and agencies
- May be required to assist participants with moving into homes
- Regular exposure dogs, cats and other household pets
- May be exposed to second hand smoke
- Exposure to emotionally strenuous situations
- Regular travel required within the City of London
- Working with individuals who have a history of trauma and homelessness and the potential to be aggressive
- May be exposed to infectious and communicable diseases
- Manual dexterity required to use desktop computer and peripherals.
- Overtime as required
- Physical activity including walking, standing, sitting, lifting

PLEASE SUBMIT RESUME, AND COVER LETTER IN CONFIDENCE BY

Tuesday, June 26, 2018 to:

ADSTV

Attn: Human Resources – **Team Coordinator** SLWAR

260-200 Queens Ave., London, ON N6A 1J3

or

employment@adstv.on.ca

Please indicate the position you are applying to in the subject line if submitting via email.

*******Only female applicants will be considered due to a bona fide occupational requirement of this position and program*******

Street Level Women at Risk encourages applications from Aboriginal women, persons with disabilities and members of visible minorities.

If you require a disability-related accommodation during this process, please inform us of any required accommodations needed.

Preference will be given to candidates who are proficient in both official languages of Canada and who meet all job requirements.

Préférence sera accordée aux candidats qui sont compétents dans les deux langues officielles du Canada et qui satisfont à toutes les exigences de l'emploi.

We thank all applicants for their interest but regret only those selected for an interview will be acknowledged.

No phone calls please.