

Teegatha'Oh Zheh – Program Coordinator Job Posting

Position: Full Time Program Coordinator (1 year term)

Hours: 39.5 hours per week

Closing Date: April 30th, 2021

Wages: Competitive wage dependent on experience and benefits package

Job Description: Under the general direction of the Executive Director, and working as part of a management team, this position is responsible for the overall coordination and oversight of TOZ's day programming for adults with disabilities. This position will supervise the Support Workers and the Program Assistant.

Teegatha'Oh Zheh Philosophy

Teegatha'Oh Zheh envisions a fully inclusive community in which all individuals have dignity, rights and respect and are encouraged to reach their full potential.

Core Job Responsibilities

- Coordinating development of programming for adults with disabilities
- Supervising daily programming
- Monitoring and coaching staff on strategies to support participants with engagement and positive behavior
- Managing staff including scheduling, conducting performance evaluations, leading staff meetings, ensuring policies are followed, and dealing with disciplinary issues
- Orienting new staff
- Communicating with caregivers and case managers
- Managing the budget for programming activities

Qualifications

- Experience working with individuals with multiple disabilities
- Experience managing staff, preferably in a unionized environment, including scheduling, coaching, and resolving conflict.
- Experience developing and managing programs
- Experience with program budgeting
- Sound judgment, initiative and the ability to work in a self-directed manner
- Ability to be calm, confident, motivate others and be a positive role model
- Ability to be flexible and work within an ever-changing work environment
- A diploma/degree in social services field would be an asset

Special licenses or certificates required

- Standard First Aid Certificate
- * Level "C" CPR (Basic Rescuer; annual certification required);
- * Valid Yukon Driver's License or ability to obtain
- * Non-Violent Crisis Intervention (is an asset)
- * Current Criminal Record Check