



Independent Living – Service Coordinator

The Independent Living – Service Coordinator is responsible for overseeing and development of the front-line team in the Independent Living program. The Service Coordinator works collaboratively with all team players to oversee and ensure services are being met efficiently and effectively.

The Service Coordinator reports to the Independent Living Director.

The Service Coordinator is Responsible for:

- Leadership and Supervision are key qualities for this role requiring the applicant to be able to mentor and develop others on the team and those that they support.
- Actively pursue positive relationships with front line staff and people supported.
- Assist with recruitment and selection of applicants for front line support.
- Provide leadership, orientation, training, supervision, guidance & direction for outreach support mentors and scheduling clerk; both initial and ongoing.
- Coordinate & schedule the support team to meet the resource needs for the program.
- Verify the working hours of the employees on the team to ensure they are processed for the bi-weekly payroll.
- Participate in the Supported Independent Living On-Call rotation.
- Enter all critical and relevant information into the system for appropriate follow-up and documentation
- Escalate appropriate concerns or risks for review and/or follow-up.
- Communication – excellent communication skills are required for this position. You must be able to communicate in a professional, timely and efficient manner with all members of the team.
- Administration skills are a priority for this role. It is imperative this person is able to master all computer programs and be able to complete administrative tasks in a timely and efficient manner.
- Working collaboratively with team members, families, & collaterals to help meet goals of team and people supported.
- High work standards including fast paced environment, strong attention to detail, strong time management skills, organization.
- High degree of professionalism including maintaining boundaries, confidentiality, and respectful workplace.
- Administrative skills are a priority for this role. Competency with computer programs and the ability to complete administrative tasks in a timely and efficient manner are critical.

Qualifications:

- 1 – 2 years of scheduling experience or similar role preferred.
- 2 – 3 years full time Direct Support Work, Programming, Life Skills development, or Job Coaching experience.
- University education in social services or equivalent preferred
- Experience working with vulnerable sector in an outreach capacity preferred
- 3 – 5 years leadership and/or supervisory experience; ability to supervise a large team
- Experience and/or understanding of supporting individuals with a range of complex needs including but not limited to: Autism Spectrum Disorder, FASD, Mental Health challenges, problematic substance use, behavioral and sensory challenges.
- Combine strong interpersonal skills with analytical problem-solving abilities
- Be self-directed, goal-oriented, and able to manage time and priorities
- Demonstrated language, writing, comprehension skills
- Strong problem-solving skills



- Proficiency in use of computer
- Safe & reliable vehicle, proof of insurance & satisfactory drivers abstracts
- Must have and maintain a Full Class 5 Manitoba Driver's License
- Current and valid CPR Certification
- Current and valid Emergency First Aid Certification
- Ability to work a flexible schedule is required.
- Ability to work collaboratively with and support other team members and partners to advance shared goals and projects, comfortable working in a context of collaborative and shared leadership.

Due to the personal and sensitive nature of this position successful applicants will be asked to provide an original Criminal Record Check with Vulnerable Sector Search, and an original clear Adult Abuse Registry Check and Child Abuse Registry Check Prior to starting employment.

Compensation & Benefits:

The Service Coordinator's wage starts at \$24.00 an hour.

Simaril offers a generous benefits package that includes medical, dental, vision care, pension, and paid time off.

Hours and Working Conditions:

This is a full-time position consisting of flexible standard hours of work centered around 10 am – 6 pm Monday to Friday. This position may be required to work some overtime hours, with paid compensation, to provide additional support outside of the standard hours of work.

This position will have a combination of working in a fast-paced office and working in the field to provide ongoing support to the outreach team and people supported.

How to Apply:

- All interested applicants are asked to send a cover letter, their current resume. Your cover letter should demonstrate how you feel you could be successful with this role
- All communication relating to the process, including email correspondence and telephone conversations, may be used in the assessment of qualifications.

Applications will be accepted by Fax (204) 256-5076, or email to hr@simaril.ca until the closing date of the posting.

We thank all those that apply however, we will only be contacting those that demonstrate that they meet or exceed the expectations of the role.

This competition will be closed once a suitable candidate has been secured.