



Resource Coordinator

Taking a leadership role within the Independent Living support team, the Resource Coordinator is responsible for coordinating services and care for individuals supported and meeting scheduling and resource needs for the program. The Resource Coordinator is responsible for recruiting, interviewing, and hiring Outreach Support Mentors to meet staffing needs within the program. The Resource Coordinator is responsible for orientation and ongoing training and supervision of the Outreach Support Mentors. Collaborating with families, agency departments, stakeholders, and collateral agencies, the Program Coordinator helps to ensure that individuals supported by Simaril receive quality care and service.

The Resource Coordinator reports to the Independent Living Director

The Resource Coordinator is Responsible for (but not limited to the following):

Direct Support

- Build and maintain friendly, positive support and open relationships with individuals supported.
- Be familiar with the needs and challenges of individuals supported for the purposes of scheduling and staffing to meet the needs of the individual.

Administration

- 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.

Leadership & Supervision

- Identify concerns and challenges, communicate concerns with supervisory staff, and assist with problem solving where needed.
- Facilitate or co-facilitate group programming activities for individuals supported.
- Working collaboratively with team members, families, & collaterals to help meet goals.
- Effective communication with all stakeholders
- Providing leadership, training, supervision, guidance & direction for outreach support mentors
- 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.
- On Call Rotation

Qualifications:

- 2 – 3 years full time Direct Support Work experience.
- Minimum 2 years of Leadership and/or Supervisory experience.
- DCSP (2-year program) or other related post-secondary education.



- Experience 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.
- Strong relationship building skills.
- Demonstrated language, writing, and comprehension skills.
- Strong problem-solving skills.
- Proficiency in use of computer
- Proficient in using Microsoft Office Suite (Word, Excel, Teams, Calendar, PowerPoint)
- 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
- The 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.

Hours of work:

- This is a full-time position is completed on a 9 am – 5 pm Monday to Friday set schedule. This position may require you to work some overtime hours, with paid compensation, to provide additional support outside of the standard hours of work.

Physical requirements & Working conditions:

- This job requires lots of sitting, walking, bending, and lifting. The Resource Coordinator is frequently exposed to noise and a regular flow of people around the office or in the work location.

Compensation & Benefits:

The Resource Coordinator's wage starts at \$25.60 an hour.

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

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.