



## PROGRAM COORDINATOR GROUP CARE

**About Us:** Closer to Home Community Services (CTH) is a Calgary and Airdrie based not-for-profit agency that delivers a variety of services designed to meet the needs of vulnerable children and their families. Be a part of an innovative team that envisions:

- A future where every child will belong to a family and feel valued and secure
- All families can care for their children and contribute meaningfully in their community
- A broad array of strength-based and family-centered services that teach, coach and support families to create new possibilities and achieve better futures together

**About the Position:** In this full-time position (0.5 FTE Alternate Teaching Parent providing direct care in the group home and 0.5 FTE Program Coordinator), the Program Coordinator is responsible for coordinating the day-to-day activities of a group home, providing direct support to the residents and staff, ensuring that program standards and reporting requirements are met and assisting with crisis management when needed. You will work closely with the management team to oversee and coordinate program operations, staff supervision and development and program budgeting. The Program Coordinator strives to develop cooperative relationships with consumers, partners and professionals in the community. The Program Coordinator is also responsible for completing all program assessment tools, reports and other required paperwork, in a timely manner. On-call responsibilities at the Agency level are required as part of this position. Given that this is a first level leadership position in the Agency, the person filling this position is expected to support all other CTH programs when needed.

**About You:** You possess exceptional verbal and written communication skills and have the ability to effectively communicate with and relate to people of all ages. You are extremely detail oriented, organized and can effectively manage multiple priorities at one time. You are able to develop and maintain strong working relationships with children and youth and their families as well as with community agencies and resources. You are a compassionate individual with a positive and empathetic approach who understands how to set appropriate professional boundaries. You have experience with individuals from a variety of cultural backgrounds, are sensitive to their cultural and spiritual needs and can incorporate these into planning for families. In addition, you are eager to learn and carry out the principles and philosophy of Closer to Home and the Teaching-Family Model.

A diploma or degree in a related field and/or previous experience working with vulnerable children and families is required. You must be willing to work a flexible work week, including evenings and weekends when needed. The successful candidate must also have a valid driver's license, reliable transportation, adequate and current insurance and be willing to provide a driver's abstract upon hire. In addition, a Police Information Check and an Intervention Record Check must be completed upon hire. Previous experience in Group Care is preferred.

**Required Competencies:** The Program Coordinator position requires the following competencies:

- Instills Trust
- Consumer Focus
- Communicates Effectively
- Situational Adaptability
- Ensures Accountability
- Plans and Aligns
- Action Oriented
- Decision Quality
- Develops Talent
- Being Resilient

**Interested applicants are asked to submit their cover letter and resume to:**

**[info@closetohome.com](mailto:info@closetohome.com)**

**Closing Date: March 31<sup>st</sup>, 2020**

*We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted.*

*For more information on our organization, please visit our website at [www.closetohome.com](http://www.closetohome.com).*