



## Employment Opportunity

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**Position:** Assistant Program Coordinator (Ref# 6064304)

**Program:** Youth Housing

**Position Type:** In-scope

**Employment Terms:** Term, Full-time

**Duration:** As soon as possible, until March 31, 2024. May be extended or become permanent.

**Compensation:** Competitive Non-Profit Sector wages and compensation package.

(Hourly Pay Range: \$22.01 - \$23.79)

**Position Location:** Moose Jaw

**Vacancies:** 1

**Application Process:** Email resume and cover letter to [hiring@sk.johnhoward.ca](mailto: hiring@sk.johnhoward.ca)

**Apply By:** 11:59 pm (CST), September 24, 2023

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**JOB SUMMARY:** Under the supervision of the Program Manager, or designate, the Assistant Program Coordinator will provide daily support to the operations and case management of the residential homes.

**DUTIES:** Assistant Program Coordinator duties include the following:

- Support program operations.
- Lead in case management and case planning.
- Provide support and guidance to program staff.
- Assist in developing and carrying out crisis plans.
- Provide institutional support.
- Make referrals to other professionals and advocate on client behalf.
- Partner with local agencies to develop responsive supports for clients.
- Role model and encourage independent problem solving and decision-making skills.
- Provide such reports, records, statistics, and budget information as may be required by the program criteria.
- Complete administrative tasks.
- Provide on call and staff scheduling support if program requires.
- Perform other duties as assigned/needed.
- Maintain confidentiality.

**KNOWLEDGE, SKILLS & ASSETS:**

March 21, 2023



## Employment Opportunity

- Working knowledge of the Mission, Vision and Values of the John Howard Society of Saskatchewan.
- Working knowledge of the characteristics of disadvantaged persons.
- Working knowledge of Restorative Justice and Harm Reduction practices.
- Understanding and commitment to the Truth and Reconciliation Commission Calls to Action.
- Excellent communication, organizational, interpersonal, and time management skills.
- Exceptional writing and case management skills.
- Strong verbal skills and the ability to communicate professionally.
- Resourceful, flexible, and well organized.
- Professional, responsive, and a positive work attitude.
- Ability to make sound, timely, and accurate judgment while navigating crisis.
- Ability to work independently.
- Must maintain a positive relationship with clients, other staff, businesses, and government agencies.
- Demonstrate empathy for those impacted by the Criminal Justice System.

**QUALIFICATIONS:** A combination of the following:

- University Bachelor's degree in a relevant field and/or minimum 1 year of practical experience working with individuals impacted by socio-economic issues including homelessness, trauma, addiction, mental health, poverty, and the child welfare system.
- Computer skills with emphasis on Microsoft 365 (SharePoint, Outlook, Word, Excel, etc.).
- First Aid, ASIST, Non-violent Crisis Intervention would be considered an asset.
- Valid Driver's License.

**ADDITIONAL INFORMATION:** The above statements reflect general details considered necessary to describe the principal functions of the job and shall not be construed as the detailed description of all work assignments that may be inherent to the position.

**Requires flexibility and should be able to work varying shifts.**

**Rotational shift employees will work within a 145 hour per 4-week period schedule.**

March 21, 2023