



Position Title: Life Skills Coordinator
Division: Housing
Department: Inner Way, Emerging Adults
Location: Inner Way Sites, Emerging Adults Site

Position Summary

e4c's supportive housing programs provide housing for people in the middle of life transitions, looking for stability, recovery, and a better life. In your role you serve people who, due to histories of trauma and related mental illness and addictions, need enhanced levels of housing support.

The Life Skills Coordinator position reports to the Site Manager, and provides key support to the program residents. The role is to build relationships with residents and explore with them how they want to live and structure their lives. Through that relationship Life Skills Coordinators will work alongside of residents supporting them to develop skills and accomplish their goals. The Life Skills Coordinator works alongside the AHS staff to support each individual resident through a successful transition.

e4c's supportive housing programs operates on the cycle of the day, drawing inspiration from the recovery motto of "one day at a time". The model provides wrap around team staffing that includes clinical supports with a community-based approach, of recovery and sustained wellness of the resident. The Life Skills Coordinator works during the day to support the residents and build their capacity. The focus of the shift is on accomplishing tasks, including modelling what it looks like to have meaningful daily activity and learning how to do basic skills that help with daily functioning.

Key Accountabilities

Resident Care

- Use relationship-based approaches to teach and model a spectrum of basic life skills in the home and with residents. Develop skills including not limited to cooking, meal planning, grocery shopping, public transportation education, time management, problem solving, healthy relationships, conflict resolution, medication management, and cleaning with residents.
- Maintain adequate food inventory and kitchen supplies with adherence to the kitchen budget.
- Work with wellness staff and residents to create opportunities for life skills learning related to special occasions and wellness programming.
- Regularly communicate with Alberta Health Services staff to ensure that work with residents aligns with transition plans.
- Intentionally communicate and receive information from housing program team regarding progress of the residents, significant changes in behavior, and any concerns/challenges that the resident is experiencing.
- When natural opportunity arises, promote conflict resolution, positive communication, empathy and respect (through positive reinforcement, role modeling and supportive listening).
- Confidently practices with a vulnerable and genuine relationship-based approach.

Leadership

- Makes decisions about intakes, and how to proceed in difficult or complex circumstances during weekend shift hours.



Administration

- Communicate (verbally or in writing) pertinent information (resident/facility updates, etc.) to team to maintain a safe and productive environment.
- Comply with all legislation, bylaws and standards (health, fire, safety, city, and accreditation).
- Administers medication for all residents.
- Facilitate positive relationship building with neighbors and community members, whenever possible.
- Adhere to Human Resource and Program Policies and Procedures in delivering services.
- Support Site Manager with administrative tasks.
- Other duties as assigned.

Education and Certifications

Required

- Degree or diploma in the area of human services, education and/or administration
- Police Check with Vulnerable Sector
- Intervention Record Check
- First Aid and CPR
- Medication Administration
- Suicide Intervention
- Food Safety
- Valid Class 5 Driver's License
- Proof of vehicle insurance, registration and 3 year drivers abstract

Recommended

- Mental Health First Aid
- De-escalation Certificate
- Harm Reduction Training
- Cultural Awareness

Experience

- Three (3) years of related direct service work experience.
- Proven ability to foster a team environment and provide reflective supervision to team members.
- Personal lived experience of addictions, mental illness, racism, discrimination, poverty is an asset.
- Experience working in collaborative partnerships.
- Working knowledge and experience with harm reduction, person-centered, trauma-informed, behavior modification, natural law, strength based, collaborative, and/or solution focused practice.

Competencies

- **Empathetic Outlook:** The ability to perceive and understand the feelings and attitudes of others; the ability to place oneself "in the shoes" of another and to view a situation from their perspective.
- **Communication:** Comfortable communicating formally, informally, in groups and one-on-one. Able to obtain and share information, ideas, and problems. Able to ask for advice, support and accept feedback.
- **Relationship Building:** Able to build formal and informal professional relationships. Fosters respect and reciprocity with participants/tenants, team members, other e4c personnel, external service providers and community members. Capitalizes on opportunities to model healthy relationships and ways of relating with residents.



- **Accountability:** Able to define expectations for self and others and to act to fulfill these expectations. Able to self-reflect, monitor and correct one's own actions, as well as others' actions)
- **Innovative** - ability to challenge, take risks and generate new ideas to improve operations or create new opportunities.
- **Integrity and Ethical Behavior** - a clear understanding of ethical and practices. Aligns behavior with an ethical framework.

Supervision

- No Direct Supervision.

Reporting Relationships

Reports To: Site Manager

Direct Reports: None

Internal Relationships: Site Manager, Lifeskills Coordinators, Overnight Lifeskills Coaches, Crisis Intervention Team, Wellness Manager, Other Lifeskills Coordinators, Program Manager

Working Conditions

Schedule

- Hours are 4 shifts on 4 shifts off 7:30 am to 3:30pm

Work Environment

- This position requires flexibility an ability to adapt and function in potentially high stress environments.

Physical Demands

- Periodically handling/moving office/Agency/Participants materials and equipment.

Salary Scale

- Group D

Acknowledgement

Employee Signature:

Date:

Supervisor or Manager Signature:

Date: