



Position Title: Weekend Wellness Coordinator
Department: Inner Way
Location: Inner Way Sites

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 Weekend Wellness Coordinator position reports to the Wellness Manager, and provides key support to Weekend Wellness Coaches and program residents. The Weekend Wellness Coordinator works with the Wellness Manager to plan and coordinate wellness activities during the weekends.

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 Weekend Wellness Coordinator works during the evening on the weekend to support both staff and residents to do wellness-based activities. The focus of the shift is on personal wellness and modelling what it looks like to practice self-care, wellness and/or recovery.

Key Accountabilities

Resident Care

- Coach and model wellness and self-care practices within the home and with residents.
- Work collaboratively with Wellness Manager and support Weekend Wellness Coaches to bring wellness programming to fruition.
- Through collaboration implements and coordinate resident recreation activities that align with wellness plans.
- Through collaboration builds community within the house and develops good community relations.
- Foster a fun and engaging environment that facilitates the exploration of wellness with residents.
- 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).
- Working within a framework of natural law/natural consequences and relationship-based practice to implement relevant accountability processes.
- Approaches the work with vulnerability and intentionality to engage residents.
- Actively uses "self" and own personal wellness as a tool to build reciprocal, authentic relationships with residents.

Leadership

- Makes decisions about how to proceed in difficult or complex circumstances during shift hours.
- Provides coaching and support for weekend wellness staff.

Administration

- Communicate (verbally or in writing) pertinent information (resident/facility updates, etc.) to team to maintain wellness environment.
- Administers medication for all residents.
- Responsible for accessing wellness budget to purchase wellness supplies/ pay for preplanned wellness activities (approved by wellness manager).
- Comply with all legislation, bylaws and standards (health, fire, safety, city, and accreditation).
- Facilitate positive relationship building with neighbors and community members, whenever possible.



- Adhere to Human Resource and Program Policies and Procedures in delivering services.
- Other duties as assigned

Education and Certifications

- Degree or diploma in the area of human services, education and/or administration and lived personal lived experience of addictions, mental illness, racism, discrimination, poverty
- Police Check with Vulnerable Sector
- Child 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 5 year drivers abstract

Recommended

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

Experience

- Two years of related direct service work/lived experience.
- Proven ability to foster a team environment.
- 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
- **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)
- **Integrity and Ethical Behavior** - a clear understanding of ethical practices. Aligns behavior with an ethical framework.

Supervision

- No Direct Supervision.
- Provides informal coaching and support to weekend wellness staff.

Reporting Relationships

Reports To: Wellness Manager



Direct Reports: None

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

Working Conditions

Schedule

- Part Time, Saturday-Sunday, 2pm-10pm

Work Environment

- This position requires flexibility an ability to adapt and function in potentially high stress environments.
- Potential exposure to violent/aggressive situations.
- Potential exposure to drugs or alcohol.

Physical Demands

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

Salary Scale

- Grid D

Acknowledgement

Employee Signature:

Date:

Supervisor or Manager Signature:

Date: