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Transitional Support Coordinator

Description

e4c's supportive housing programs provide housing for people in the middle of life transitions, looking for stability, recovery, and a better life. The program is particularly designed for those facing challenges related to trauma, mental health issues, and addictions, necessitating elevated levels of housing support.

The Transitional Support Coordinator plays a vital role in e4c's supportive housing programs, providing crucial assistance to residents. The primary responsibilities include planning and organizing wellness activities, fostering reciprocal relationships, and modeling healthy interpersonal connections and boundaries. The overarching objective is to create a secure and non-judgmental environment that empowers residents to achieve their self-identified wellness goals. The TSC operates within an operational framework inspired by the recovery principle of "one day at a time," utilizing a team staffing approach that integrates clinical support in a community-based setting, with a focus on resident recovery and sustained wellness.

Responsibilities

In your role you will:

- Coach and model wellness and self-care practices within the home and with residents.
- Work collaboratively with the Wellness Manager to bring wellness programming to execution.
- Through collaboration, implement and coordinate resident recreation activities aligning with wellness plans.
- Build community within the house and develop good community relations.
- Foster a fun and engaging environment that facilitates the exploration of wellness with residents.
- Communicate and receive information from the housing program team regarding resident progress, significant behavioral changes, and any concerns/challenges.
- When natural opportunities arise, promote conflict resolution, positive communication, empathy, and respect through positive reinforcement, role modeling, and supportive listening.
- Use relationship-based approaches to teach and model a spectrum of basic life skills in the home and with residents, including cooking, meal planning, grocery shopping, public transportation education, time management, problem solving, healthy relationships, conflict resolution, medication management, and cleaning.
- Maintain adequate food inventory and kitchen supplies with adherence to the kitchen budget.
- Collaborate with residents to establish occasions and wellness programming that offer opportunities for learning essential life skills.
- Regularly communicate with Alberta Health Services staff to ensure the work with residents is in accordance with transition plans.

Hiring organization

e4c

Employment Type

Full-time

Education

Prior to successful employment with e4c, applicants are required to submit a Police Information Check with Vulnerable Sector Check and Intervention Record Check (IRC).

Please apply for your Police Intervention Check with Vulnerable Sector Search via your local RCMP detachment or Edmonton Police Service.

You are encouraged to apply for your Intervention Record Check immediately. There is no cost to apply for an IRC. To access the IRC application form click below. Please email your completed form with picture ID to CS.IRC Edmonton@gov.ab.ca

Please include the position(s) title you are applying for in the subject line.

- Confidently practice with a vulnerable and genuine relationship-based approach

Leadership

- Makes decisions about how to proceed in difficult or complex circumstances during shift hours

Administration

- Communicate relevant information (resident/facility updates, etc.) verbally or in writing to the team for a safe and productive environment.
- Foster positive relationships with neighbors and community members, whenever possible
- Communicates progress and outcomes related to wellness to the integrated care team.
- Administers medication for all residents.
- 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.
- Support Site Manager with administrative tasks
- Other duties as assigned

Qualifications

A successful candidate would require:

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

Job Benefits

Benefits

- Competitive Wage
- Robust Benefits Package
- RRSP Matching
- 3 Weeks Paid Vacation
- Paid Sick Time
- Employee Family Assistance Program (EFAP)

Job Location

Edmonton, AB

Working Hours

Various schedules available:

Weekdays, Weekends, days, evening and overnight.

Contacts

Please submit your resume and cover letter outlining your qualifications and experience to careers@e4calberta.org. Please outline if you are interested in overnight or during the day.

At Transitional Supportive Housing, we believe in the potential of every individual and are committed to creating a supportive environment where they can thrive. Join us in making a difference today!