

## Coordinator of Resident Care

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**From: Immediate**

**Term: 1 year (renewable)**

**Probation: 6 weeks to 4 months depending upon experience**

**Schedule: 30 hours/week (working schedule to be determined)**

**Salary: \$18 - \$20 / hour based upon qualifications and experience**

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**Our Harbour / Le Havre** is a bilingual, community organization funded by donations and grants that provides long-term housing for adults living with mental illness. We are committed to the belief that everyone living with mental illness can be part of a community and live a meaningful life.

We are seeking a caring and dynamic Coordinator to work with a team of volunteers and staff to care for and support autonomous residents who live in shared apartments in the city of Longueuil. In addition to responsibility for overseeing and facilitating three to five apartments (each with three residents), the Coordinator will be responsible for developing and implementing individual resident plans, tracking progress and working with each individual toward better mental health and wellness. He / she will work closely with members of the staff team and volunteers and report to the Director General.

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### **Job Description:**

- Work as part of a team to care for and support residents to live fully in the community
- Intervene as needed to ensure that residents maintain stability, including through oversight of compliance with prescribed medications
- Engage with residents to develop, track progress and adapt personal goals and life plans; oversee all personal planning and tracking
- Have direct responsibility for up to five (5) Our Harbour apartments (15 residents)
- Provide backup support, during vacation or absences, for 3 - 5 additional apartments
- Maintain complete, accurate records of residents' health care teams and families
- Be knowledgeable about all residents
- Undertake interviews to assess potential residents: goal is to have the best fit for potential resident and Our Harbour programme and services
- Be / become familiar with referral resources, community agencies and health services
- Collaborate with team members to plan and execute events, activities, outings
- Participate in the recruitment, orientation and management of volunteers; support the integration of volunteers as central to the care of residents
- Supervise *stagiaires* and summer students in collaboration with the Director General
- Undertake administrative assignments as requested
- Participate in Board committees and undertake special projects as requested

**Requirements:**

- DEC in Social Services fields; In-progress or completed undergraduate or graduate degree in Social Work (BSW, MSW), Psychology or similar
- 3+ years of related work experience in a health care or medical setting
- Experience working with people living with mental illness or another disability in a community setting
- Caring. Maturity, warmth, patience, good listening skills; ability to engage with people to build relationships of trust
- Excellent interpersonal and communication skills
- Demonstrated ability to intervene in / manage crisis situations or to prevent a crisis during or outside work hours when needed
- Availability to accompany residents to hospital or emergency crisis centres 24 hours a day when necessary
- Demonstrated ability to manage group discussions
- Ability to work independently and as part of a team
- Ability and willingness to participate actively in physical and recreational activities, including outdoor activities
- Willingness to accept a flexible schedule
- Creativity and problem-solving skills; can-do attitude
- Demonstrated writing and presentation skills
- Bilingual: Excellent English language skills; good French skills
- Demonstrated, good computer skills (Excel, Word, Outlook, PPT, etc.)

**Must own and have daily use of a car**

Our Harbour welcomes applications from active, mature and semi-retired individuals.

Interested candidates are invited to send an up to date resume and a covering letter to [dq@ourharbour.org](mailto:dq@ourharbour.org) . We thank all applicants for their interest. Only qualified candidates meeting the requirements will be contacted.