

L'Abri en Ville Job Offer: Coordinator

L'Abri en Ville is a non-profit organization that provides housing and community to people diagnosed with mental illness. Each of our ten apartments has three residents who are supported by a team of volunteers as well as Coordinators employed by L'Abri.

Responsibilities:

- Assess potential residents
- Provide support and counsel to residents (house meetings, one on one interviews, goal-setting, and follow-ups)
- Participate in liaison with referral sources
- Assist in recruitment, orientation and support of new volunteers
- Plan activities (both remote/virtual and in-person) which promote the well-being of residents
- Participate in the use of social media for communications & fundraising
- Perform administrative and clerical tasks as needed
- Contact with Board through Board Committees

Qualifications:

- Social work degree, related education or equivalent professional experience
- Bilingual: Fluent written and spoken English and French (French is a preferred asset)
- Counselling skills
- Knowledge of the health & social services systems in Montreal (previous work in these sectors is a preferred asset)
- Knowledge of mental illness
- Excellent computer skills, proficiency in Microsoft Office, virtual meeting platforms (Zoom)
- Good organizational skills
- Flexibility, tact, openness, sense of humour

Reporting to: Executive Director

This is a part-time post of 4 days (28 hours) per week. There is a 6-month probationary period.

Salary: Starting salary of \$20/ hr., possibility of increase in consideration of relevant educational and professional experience.

Ideal start: May 2, 2022

Posting period: February 28th, 2022 – March 11th, 2022

Please send cover letter & résumé to:

Email: info@labrienville.org

Subject: Human Resources Committee

Only candidates selected for an interview will be contacted. Thank you for your understanding.