

RCR

REGENESIS CENTRE
FOR RECOVERY INC.



Program Coordinator - Job Posting

Regenesi s Centre for Recovery Inc. (RCR) is a nonprofit and registered charity opening a new addictions recovery facility in Winnipeg, MB Canada. RCR will be the first of its kind in the province, offering wraparound secondary care addictions treatment, specifically catering to women and non-binary clientele from the 2SLGBTQIA+, BIPOC, and disabled communities. We are hiring two full-time permanent staff members to facilitate the day-to-day operations of the organization—a Program Coordinator who will run the on-site programming, and an Outreach Counsellor who will act as a therapeutic case manager for clients entering and exiting RCR's program.

In order to reflect the clientele RCR serves, preference will be given to women, non-binary, and 2-Spirit applicants belonging to the 2SLGBTQIA+, BIPOC, and/or disabled communities, and those who have lived experience with addiction.

Qualifications

Education and Experience

- Minimum of a Bachelor's degree in social service-related fields or healthcare (e.g. psychology, social work, human ecology, psychiatric nursing, etc.); Master's degree preferred.
- Minimum two (2) years of related community experience in the social services, preferably in Manitoba's addictions/mental health field.
- Combination of relevant education and experience will be considered.
- Experience in or knowledge of Manitoba's judicial and Child and Family Services (CFS) systems.
- Experience in or knowledge of Turtle Island's Indigenous history, culture, customs, beliefs, and barriers within public systems.
- Experience in or knowledge of 2SLGBTQIA+ history, culture, and barriers within public systems.
- Experience working within a trauma-informed care model.

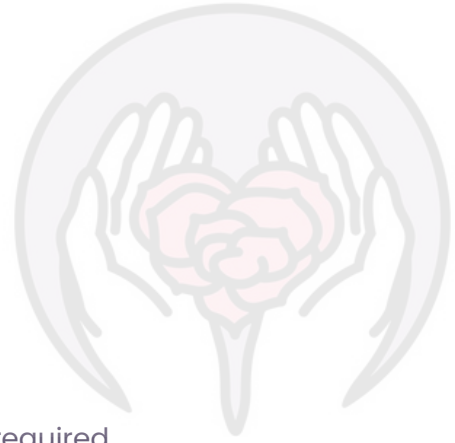
Certification/Licensure/Registration

- Responsible for maintaining and providing proof of registration with the relevant regulatory body if applicable.



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- Valid drivers license and acceptable driver's abstract required.
- Satisfactory criminal record and prior contact check, clear child and elder abuse registry check.

Skillset

- A strong understanding of intersectional feminism.
- A strong understanding of the impacts of colonialism and historical challenges such as inter- and multi-generational trauma, sexual exploitation, homelessness, gang involvement.
- A strong understanding of Turtle Island's Indigenous cultures and values, with the ability to incorporate into daily work.
- A strong understanding of the impacts of discrimination against non-binary individuals and the 2SLGBTQIA+ community, with the ability to incorporate into daily work.
- A strong understanding of harm-reduction practices.
- The ability to demonstrate the understanding and use of trauma-informed care.
- The ability to supervise and educate adults.
- The ability to establish and maintain effective and respectful relationships with clients, families, and communities.
- Working knowledge of the principles of biopsychosocial rehabilitation and recovery.
- The ability to facilitate individual and group counselling sessions.
- Skilled in the assessing, planning, development, prioritization, and coordination of services.
- Excellent organizational, communication, and interpersonal skills.
- Extremely self-motivated, driven, focused, and pro-active.
- Flexible and adaptable to the changing demands of a new nonprofit organization.
- Effective networking and inter-agency relationship-building skills.

Working hours and scheduling

- This position requires a minimum of thirty-two (32) hours per week from Monday - Thursday.
- This position requires that the successful applicant be available for an on-call after-hours rotation, including but not limited to: responding to calls, texts, emails, facility emergencies, etc.



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Winnipeg MB

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- This position requires that the successful applicant be available for occasional weekend/overnight on-site shifts if needed based on CFS reunification planning.

Position Description

Reporting to Regenesys Centre for Recovery's (RCR) Executive Director (ED), the Program Coordinator will participate in the operation of RCR as outlined below:

On-site duties

- Provide supervision and ensure the house is running smoothly during on-site hours.
- Assist clients in advanced meal planning, preparation, and obtaining all necessary household items.
- Ensure clients have completed morning chores and are prepared for the day.
- Oversee lunch hour preparation and cleanup.
- Facilitate or oversee on-site workshops, seminars, information sessions, etc.
- Facilitate intake interviews and assessments.
- Recruit, coordinate, train, and supervise volunteers/practicum/co-op students.
- Provide additional assistance during colleague absences (e.g. during mental health days, sick days, vacation time) as required.

Administration

- In conjunction with other staff members and contracted professionals, develop, prepare, and organize RCR curricula and content for group therapy sessions, seminars, workshops, information sessions, intake materials, assessments, etc. as required.
- Plan lessons according to RCR educational resources.
- Maintain up-to-date digital client files.
- Complete client assessments in collaboration with the Outreach Counsellor and ED.
- Consult with the Psychiatric Nursing Consultant(s) and ED on medical matters as they pertain to clients.
- Maintain mileage records for company accounting purposes.
- Maintain accurate financial records for any business-related expenses.
- Facilitate for all duties to be covered by available staff/volunteers when absent from the workplace (e.g. mental health days, sick days, vacation time).
- Participate in performance reviews as required.



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- Assist with funding requests/grants proposals as required.
- Participate in the conception, planning, and overall functioning of all fundraiser and community events as needed.
- Perform other duties as assigned.

Community-based duties

- Accompany clients to, and participate in, off-site activities and appointments as required either by driving the house vehicle or by public transportation.
- Develop community-based contacts through organizations already working with potential clientele for the purposes of recruiting clients and maintaining positive professional relationships.
- Liaise with related agencies and professionals to build working relationships and coordinate guest speakers, volunteer opportunities, community activities, etc. on-site at RCR (e.g. dieticians, DBT specialists, Elders).

Other duties and responsibilities

- Adhere to RCR's weekly schedules as assigned.
- Attend on- and off-site meetings as required.
- Attend weekly staff meetings/case discussions for the purposes of consulting with the ED, Outreach Counsellor, and other professionals.

Probationary Period

- This position will have a three (3) month probationary period in which both the employer or the employee may terminate the employment contract without notice. Following the probationary period, the employee is required to provide a minimum of two (2) weeks notice prior to terminating the employment contract. The employer is required to provide two (2) weeks notice prior to terminating the employment contract, or as Manitoba labour laws dictate at the time of termination.

Compensation

Salary

- The Program Coordinator position will provide a gross annual salary of \$55,000 - 65,000 (DOQ).



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This position will be entitled to a minimum yearly salary increase of 3.0% or as deemed appropriate by the current Board of Directors.

Work/Life Balance

- Following the first year of employment, this position will receive three (3) weeks of paid vacation time per year; for years 2-5. This position will receive one (1) additional week of paid vacation time for each five (5) additional years of service up to a maximum of eight (8) weeks. Unused vacation time may be carried over for up to one (1) year.
- This position will receive eight (8) paid sick, personal, or family care days per year, after 30 days of continuous employment. This time cannot be carried over to the next year.

Benefits, RRSPs, and Perks

- This position will receive full health benefits along with RRSP contributions as determined by RCR's Board of Directors.
- The employee will be permitted to eat meals free of charge while working on-site.

Technology

- The successful candidate will either receive a cellular telephone which can be used for both business and personal purposes, or will be compensated a \$50 monthly allowance for the use of the candidate's existing personal device.
- The successful candidate will receive a laptop/tablet for business use.

How to Apply

Qualified candidates are asked to email their CV/resume along with a cover letter explaining why they believe they would be a good fit for this position to:

Cindy Foster, Executive Director (she/her) at careers@nataliebell.ca

Applications will be reviewed as received. While RCR thanks all applicants, only those selected for an interview will be contacted.



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