



# Program Coordinator

**City:** Winnipeg

**Employer:** RegenesiS Centre for Recovery Inc.

**Site:** On-site (south Winnipeg)

**Anticipated Start Date:** ASAP

**FTE:** 1.0

**Anticipated Shift:** Days

**Daily Hours Worked:** 8.0

**Annual Salary:** \$50,000 - \$55,000 D.O.Q.

**Term length:** 3 months with the possibility of extension

RegenesiS 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 relatives from the 2SLGBTQIA+, BIPOC, and disabled communities.

*In order to reflect the relatives 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.*

## Position Overview

Under the direction of the Executive Director, the incumbent is responsible for:

- Facilitating on-site programming: conducting seminars, workshops, skill-building sessions, group and individual counselling sessions; developing, preparing, and organizing RCR curricula, content, and organizational and educational materials; planning lessons according to RCR educational resources and overarching goals.
- Case management: assisting with intake; completing assessments, referrals, exit interviews, client file maintenance; working with client families; sourcing employment, educational, volunteering opportunities; consulting with healthcare providers and other external stakeholders; preparing and organizing RCR materials, forms, manuals, policies and procedures; accompanying clients to, and participating in, off-site activities and appointments as required either by driving the house vehicle or by public transportation; other duties as assigned.
- Household management: assisting clients in advanced meal planning, preparation, and obtaining all necessary household items; ensuring clients have completed morning chores and are prepared for the day; oversee lunch hour preparation and cleanup.



- Participating as a member of the RCR team: interpreting social, psychological, emotional, and family problems to the team; maintaining excellent working relationships with team members and external stakeholders; participating in team planning and problem-solving; performing a variety of administrative functions as required by the Executive Director; attending on- and off-site meetings; recruiting, coordinating, training, and supervision of volunteers/practicum/co-op students.
- Developing community-based contacts through related organizations for the purposes of recruiting clients and maintaining positive professional relationships; liaising with related agencies and professionals to build working relationships and coordinate guest speakers, volunteer opportunities, community activities, etc. (e.g. dieticians, DBT specialists, Indigenous Elders).

## Education and Experience

- Bachelor's degree in social service-related fields or healthcare (e.g. psychology, social work, human ecology, psychiatric nursing, etc.) preferred; a combination of significant and relevant education and experience will be considered for applicants without a degree.
- Minimum two (2) years of related professional experience in Manitoba's addictions/mental health field.
- Extensive knowledge of Manitoba's judicial and Child and Family Services (CFS) systems.
- Extensive knowledge of Turtle Island's Indigenous history, culture, customs, beliefs, and barriers within public systems.
- Extensive knowledge of 2SLGBTQIA+ history, culture, and barriers within public systems.
- Experience working within a trauma-informed care model.
- Preference will be given to those applicants competent in an Indigenous language and/or knowledge in Indigenous customs, traditions, and values.

## Certification/Licensure/Registration

- Responsible for maintaining and providing proof of registration with the relevant regulatory body if applicable.
- Valid driver's license and acceptable driver's abstract are required.
- Satisfactory criminal record and prior contact check, clear child and elder abuse registry check.
- First Aid/CPR, Mental Health First Aid ASIST, NVCI, or related/similar certifications are considered an asset.

## Qualifications and Skills

- Ability to establish and maintain excellent interpersonal relationships.
- Must have effective written and verbal communication skills.



- Ability to work cooperatively with other disciplines and demonstrate professional judgement and initiative.
- Willingness to adapt to new concepts, techniques, and best practices in the academic and clinical fields of healthcare.
- Understanding of health and social welfare systems.
- Ability to practice independently (work alone) and with minimum supervision.
- Must be organized in the workplace and determine clear priorities with focus and motivation.
- Computer literacy, specifically Google Workspace and cloud-based client management software.
- High level of problem-solving ability; flexible and adaptable to the changing demands of a new nonprofit organization.
- 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.

## Physical Requirements

- Must be in good physical and mental health.
- May encounter aggressive and/or agitated client/visitors/staff.
- May be exposed to infectious diseases, blood and body fluids, toxic materials, noise, allergens, physical and emotional stress.
- This position requires that the incumbent be available for a one week on/one week off on-call after-hours rotation. This includes, but not limited to: responding to calls, texts, emails, facility emergencies, etc.
- May be occasionally required to work extended hours.
- May be required to work a variety of shifts including but not limited to days, evenings, overnights and weekends.
- This position requires that the successful applicant be available for occasional weekend/overnight on-site shifts if needed based on CFS reunification planning.

**This position requires a current satisfactory Criminal Records Check (including Vulnerable Sector Search), Child Abuse Registry Check and Adult Abuse Registry Check as conditions of employment. The successful candidate will be responsible for any service charges incurred. A security check is considered current if it was obtained no more than six (6) months prior to the start of employment.**



## **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](mailto:careers@nataliebell.ca)

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

We welcome applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.