



## MACDONALD YOUTH SERVICES

### EMPLOYMENT OPPORTUNITY

#### INTERNAL/EXTERNAL

**POSITION:** Program Coordinator, Education Training & Work

**SUMMARY:** The Program Coordinator, Education, Training & Work, will contribute to broad organizational planning and for nurturing an organizational culture in our work environment that promotes alignment with our organizational performance goals, our espoused organizational core values, and specifically our strategic drivers of becoming youth centric, a centre of excellence and building culturally safe services and programs.

The Program Coordinator, Education, Training & Work, provides coordination of the operating needs of the Education, Training & Work program in order to achieve the organization's performance goals. This will need to ensure alignment with education, training and works' stated purpose, its performance goals, specific outcomes and their means to measure meaningful outcomes. The duties and responsibilities are carried out within a trauma and resiliency informed framework that promotes MYS' Therapeutic Model of Care, including the agency Mission, Guiding Principles and the Circle of Courage® values.

Duties are performed within a team environment that focuses on establishing collaborative and trusting relationships. Providing culturally competent services and ensuring client safety, choice and control are priorities at MYS.

This position supports 24/7 operations and, as such, is required to work a variety of shifts, including days, evenings, nights and weekends.

#### **DUTIES AND RESPONSIBILITIES:**

- In consultation and collaboration with the Manager of Community Services & Programs, the Senior Leadership Team and Executive Leadership, the Program Coordinator coordinates and implements strategies, plans, programs, projects, tools, data and reports for the Education, Training & Work programs that achieve the organizational goals;
- Implements annual and operational plans to ensure vertical and horizontal alignment with goals of the organization;
- Provides exemplary leadership through on-site mentorship of front-line staff;
- Coordinates and supports ongoing program evaluation to ensure alignment with organizational goals;
- Ensures accountability to achieve the strategic directions of the organization;
- Motivates, leads and supervises frontline staff reporting to the position in order to achieve the aims of the organization;
- In collaboration with Human Resources, hires, provides orientation to, develops and supervises employees in a manner that is consistent with the organizations philosophy and goals;
- Promotes and liaises with the external environment to determine the future needs and direction for the organization;
- Informs the development of program budget, ensuring financial expectations are met in line with organizational priorities;
- Coordinates and maintains reporting expectations for programs;



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- In conjunction with Executive Leadership and Senior Leadership Team, participates in the development and implementation of the Agency Strategic Plan and operational goals;
- Monitors and responds to internal and external challenges and risks;
- Works collaboratively with clinical resources, Centralized Intake & Assessments, and other program areas to ensure that youth are being placed in, and transitioned through, resources in a manner that is timely, youth-centric, culturally safe and trauma-informed;
- Participates in the development of a balanced operational budget for the Agency on an annual basis; and;
- Represents agency externally and internally;
- Promotes and complies with various legislation (i.e. Workplace Safety and Health Act, Human Rights Act, Licencing standards);
- Ensures that licensing standards are met and maintained, where applicable;
- Consults with Clinical Manager and Clinical Specialist, Centralized Intake & Assessments, to ensure that the clinical direction of the program is in keeping with current evidence-based models;
- Reviews client care plan documentation, in consultation with the Clinical Manager, to ensure compliance with MYS standards and provides constructive feedback where required
- Provide on-call support to programs
- Other duties as assigned or assumed to meet the needs of the agency.

#### **ESSENTIAL REQUIREMENTS:**

- Bachelor Degree in relevant discipline
- Minimum of 3 years progressive leadership experience
- Minimum of 3 years' experience working within complex systems
- Minimum of 5 years' experience working within a child welfare setting
- Combinations of education and experience may be considered;
- Demonstrated capacity to foster alignment within leadership teams both vertically and horizontally to achieve organizational goals;
- Demonstrated knowledge of family and social challenges facing Indigenous children, youth and families, including intergenerational impacts
- Demonstrated knowledge of Indigenous cultures and a broad based knowledge of Indigenous healing modalities, practices and ceremonies
- Demonstrated knowledge and understanding of therapeutic needs of youth in residential care settings;
- Ability to be an effective team player, and operate from a systemic framework;
- Excellent organizational, leadership and interpersonal skills
- Demonstrated proficiency working with Microsoft Office at an intermediate level;
- A valid driver's license
- Clear Criminal Record Check, Child Abuse Registry Check and Prior Contact Check

#### **PREFERRED REQUIREMENTS:**



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- A demonstrated knowledge and understanding of provincial licensing requirements

**SALARY RANGE:** Dependent on qualifications. MYS offers a competitive benefit package and pension plan.

**HOURS OF WORK:** 35 hours per week. This position supports 24/7 operations and, as such, is required to work a variety of shifts, including days, evenings, nights and weekends.

**HOW TO APPLY:**

*Applicants must demonstrate in their resume or cover letter how they meet the requirements of the position, quoting the competition number.*

**COMPETITION NUMBER: 3197.01.19**

**CLOSING DATE:** interested candidates are requested to submit a resume by **12:00 noon February 12, 2019.**

Please forward a cover letter and resume (in word or PDF format) prior to the closing date, to:

Macdonald Youth Services – Human Resources

175 Mayfair Ave

Winnipeg Manitoba R3L 0A1

Fax: 204.475.5087

Email: [careers@mys.mb.ca](mailto:careers@mys.mb.ca)

Online: <http://www.mys.ca/join/types-of-opportunities>

MYS is an equal opportunity employer, Indigenous people, women, visible minorities and persons with disabilities are encouraged to apply.

MYS is committed to developing and retaining a diverse workforce. All job offers are conditional upon providing the following satisfactory, and current (within 3 months) background checks: Child/Adult Abuse Registry Check; Prior Contact Check; and Criminal Record Check with Vulnerable Sector Search. We thank all applicants for their interest, but only those selected for an interview will be contacted. For further information about our other employment and volunteer opportunities please visit our website [www.mys.ca](http://www.mys.ca).