



# West Central Women's Resource Centre

640 Ellice Avenue • Winnipeg, MB R3G 0A7  
Treaty 1 territory, Original Lands of Anishinaabeg, Cree, Oji-Cree,  
Dakota, & Dene peoples & Homeland of the Métis Nation

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[www.wcwrc.ca](http://www.wcwrc.ca)

## **Employment Opportunity: Drop-in Coordinator**

The West Central Women's Resource Centre (WCWRC) provides services and programming to women and families in the West Central neighbourhood of Winnipeg. WCWRC is women centered and practices empowerment, inclusion, harm reduction, multi-level, and community economic development philosophies to support women experiencing poverty, homelessness, mental illness, violence, substance use or participating in sex work.

*The West Central Women's Resource Centre is committed to inclusion and equity and strives to ensure that our staff team reflects the diversity of the community we serve. Persons with relevant lived experience, Indigenous peoples, Black people and other people of colour, persons with disabilities, persons of minority sexual orientations, gender identities and expressions are encouraged to apply and will be prioritized. We are committed to removing barriers to employment that are faced by groups that have been historically, persistently and systemically marginalized and encourage (but do not require) members of these groups to self-identify as such in their cover letters.*

*If you require an accommodation for the recruitment/interview process (including alternate formats of materials, or accessible meeting rooms or other accommodation), please contact us and we will work with you to meet your needs.*

**Position Summary:** The Drop-in Coordinator oversees WCWRC's drop-in program using empowerment and harm reduction philosophies. They are responsible for managing the drop-in team and support them in providing compassionate and non-judgmental services to individuals accessing the Centre. They will collaborate with other drop-in and Centre staff to ensure programming and services meet the needs of the community. They may also support with other programs of the Community Services Department, as needed.

**Start Date:** ASAP

**Salary:** \$21-25/hour, 6% vacation pay, plus a benefits package and matched RSP after 3 months

**Time requirement:** 75h every two weeks **\*availability including evenings and weekends required\***

**Closing Date:** December 3, 2021. Applications reviewed as received.

## **Duties and Responsibilities:**

### **Coordinate Drop-in**

- Collaborate with WCWRC staff to identify trends and changing needs of the community; partner with various departments to ensure needs are met
- Participate in relevant community meetings and network tables as assigned
- Develop and implement tracking systems and ensure stats are consistently tracked
- Create a welcoming atmosphere for everyone in the drop-in
- Ensure that the drop-in space is clean, well maintained and organized; Perform cleaning tasks including dishes, laundry, sweeping, and replacing sharps containers etc. to the extent that it is required at open, close, and throughout all shifts

- Be fully aware of WCWRC activities, programming and staff in order to direct inquires and register participants appropriately
- Maintain positive and constructive working relationships with coworkers through teamwork, collaboration, and debriefing

### **Participant Support**

- Build relationships with participants and gain an understanding of their stories and concerns
- Identify, intervene and effectively resolve emergency, crisis and conflict situations
- Provide support and referrals to vulnerable women compassionately and non-judgmentally while maintaining strong personal boundaries

### **Supervise and Support Staff**

- Act as direct supervisor for WCWRC's drop-in staff; provide regular feedback to staff to support skill development
- Develop and maintain a respectful, positive work environment
- Ensure staff are meeting all the requirements of their program and that their work reflects WCWRC philosophies

### **Programming:**

- Assist with the coordination of drop-in services including hygiene supply distribution, laundry, shower and computer usage
- Plan, facilitate and evaluate community programs and events
- Ensure drop-in statistics are consistently tracked
- Assist with Winnipeg Harvest pickup and deliveries, as required
- Prepare and deliver food kits (hampers) to families in collaboration with Centre staff, as required
- Manage incoming donations; collaborate with other WCWRC on social media calls for donations

### **Knowledge, Skills and Abilities**

#### **Essential**

- Ability to work within anti-racist and anti-oppressive frameworks and actively engage in ongoing learning about these frameworks
- Ability to practice participant-centred work and to work from a trauma-informed approach
- Strong understanding of and ability to practice harm reduction
- Excellent interpersonal skills; able to work effectively with diverse individuals and show compassion and understanding
- Excellent problem-solving and conflict resolution skills
- Experience managing a diverse staff team
- Strong written and verbal communication skills
- Excellent organizational and time management skills, ability to multi-task and adapt to changing priorities
- Basic computer skills including the use of Microsoft Office and Outlook

#### **Preferred**

- **Lived experience of overcoming housing insecurity, homelessness, poverty and/or marginalization strongly preferred**
- Experience working within the non-profit sector



- Existing knowledge of the issues of marginalization
- Experience working collaboratively with community organizations

**Work Conditions**

- There is a risk of exposure to potentially unpredictable behaviors and situations
- Evening and weekend work required

Please submit resume and cover letter to the attention of the Personnel Committee.

**By email: [mareike@wcwrc.ca](mailto:mareike@wcwrc.ca)**

**Mail: West Central Women's Resource Centre**

**Attn: Mareike Brunelli**

**640 Ellice Avenue**

**Winnipeg, MB R3G 0A7**

*We thank all applicants but only candidates being considered will be contacted.*

