



## **Full-time Employment Opportunity: Program Coordinator – El'dad Ranch Outreach Program**

- **75 hours' biweekly**

Initiatives for Just Communities (IJC) is a non-profit, charitable organization that operates four community justice programs: El'dad Ranch, Touchstone, Open Circle, and CoSA. These programs support people with intellectual disabilities, Fetal Alcohol Spectrum Disorder (FASD), and those who are currently, or have been previously, incarcerated. IJC is committed to restorative justice practices, which honour the community and foster a sense of belonging.

IJC supports many Indigenous and culturally diverse participants. As an organization, we acknowledge our need to strive toward a workforce that is a fairer representation of the communities we serve. We value diversity and aim to foster an inclusive work culture where everyone's contributions and personal development matter.

El'dad Ranch supports adults with intellectual challenges by building on their strengths; recognizing their worth; honouring their ability to make informed choices and achieve personal growth. With over 100 employees and growing. It is a place with opportunities to contribute and develop within the organization, make connections, and experience the feeling of satisfaction from accomplishing something worthwhile. El'dad Ranch is a place to work with purpose and make a positive difference in another person's life.

El'dad Outreach provides one-to-one support and mentorship for individuals living independently.

### **Responsibilities:**

- Provide leadership, guidance, training and development to the direct support team;
- Coordinate, schedule and direct participant's support team;
- Support participants to ensure ongoing development and that their daily needs are met; including but not limited to communication with government agencies and developing financial plans;
- Ensure all legal requirements and policies are being followed including Government Licensing but not limited to it;

### **Other Duties:**

- Read supported participants logs, communication books and check the medication/ MAR sheets;
- Review incident reports and work with conflict mediation when needed;
- Report updates to Outreach Program Manager;
- Be available for the on-call phone rotation;
- Other duties as requested by the Outreach Program Manager;

### **Expectations:**

- Identify and support the mission and vision of IJC and El'dad;
- Follow and articulate IJC policy and procedure;
- Build and maintain a professional supportive relationship with program participants and staff;
- Ability to exercise patience and flexibility;
- Respect confidentiality between the programs;
- Ability to handle work-related stress.;
- Strong planning and organizational skills;
- Assess risk and set safe & appropriate boundaries, applying creative problem-solving solutions;
- Work and communicate successfully in a multi-cultural team setting;

### **Required Skills:**

- Valid Class 5 driver's license and driver's abstract;
- Complete a criminal record check, with a vulnerable sector check and an adult abuse registry check;
- Grade 10 English level skills including interpersonal, oral, and written communication;
- Basic computer skills including Microsoft Office;

### **Assets:**

- Three years or more of post-secondary education in a related social services field or the equivalent in work experience;
- Understanding of the issues and challenges associated with intellectual disabilities and FASD;



- Strong desire to work with people who live with intellectual disabilities;

**Terms:**

- **Hourly wage between \$17.38 to \$20.45**
- There will be a three-month probationary period based on accumulated FTE

**Benefits include:**

- IJC group benefits package after the probation period.
- Employee and Family Assistance Services
- Paid Sick Leave

Apply by email to [resumes@initiativesjc.org](mailto:resumes@initiativesjc.org).

Application due date: July 15, 2022.