

We're Hiring!

Posting:  
A21895

**Extreme Weather Response  
Co-ordinator**  
Temporary Full-Time until March, 2022  
(35 hours per week - varying shifts including overnight)

**Extreme Weather  
Response**

### Options Community Services Society

We are a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

We envision a healthy community as a safe and clean environment where we all have a sense of belonging. It is a place where each of us has the opportunity to work and learn, and to develop and realize goals that are meaningful and fulfilling.

Dangerous, severe weather can be life-threatening if you are homeless. We offer response to Extreme Weather Alerts in Surrey, White Rock or Delta.

Reporting to the Manager of Bill Reid Place, the Co-ordinator is responsible for all aspects of operations and supervision of the Extreme Weather Response Program at multiple locations.

#### HIGHLIGHTS OF KEY RESPONSIBILITIES

- Ensuring appropriate levels of staffing are maintained.
- Work in partnership with a variety of diverse stakeholders including other social service providers, government agencies and community engagement; increasing awareness of homelessness.
- Is qualified and able to perform front line duties with staff.
- Serves as a positive role model to staff and volunteers.
- Participates in the training of new staff.
- Makes recommendations with regard to the development and evaluation of the program.
- Responsible for overseeing program budgets and invoicing.
- **Supervision of staff:**
  - Staffing
    - Under the guidance and supervision of the Manager, the Coordinator is responsible for determining appropriate project staffing levels. They will participate in recruitment including interviewing, selection of candidates and making recommendations for hire. The Coordinator will ensure staff and volunteers are adequately oriented, trained and supervised.
  - Confidential Personnel Matters
    - Under the guidance and supervision of the Manager, the Coordinator may be responsible for preparing confidential documents if necessary, on sensitive personnel matters, and recommending actions to be taken.
  - Discipline and Assistance with Discharge
    - Under the guidance and supervision of the Manager, the Coordinator is responsible for supervising employees, identifying and responding appropriately to employee misconduct, including recommending implementing disciplinary procedures.

**NOTE: Applicants not selected for an interview will not necessarily be notified.**

Posted: 21-Aug-10

## QUALIFICATIONS

### Education, Training, and Experience

- Previous leadership experience. Consideration will be given to other related education and experience in working with homeless and vulnerable populations.
- Demonstrated competencies working in the area of homelessness.
- Knowledge of promising practices related to Homelessness.
- Excellent communication, organizational and mediation skills.
- Demonstrated capabilities to work effectively with co-workers, clients and outside agencies.
- Valid First Aid Certificate.
- Class 5 Driver's License.

### Knowledge Skills and Abilities:

- Ability to assume a leadership position within staff team.
- Ability to strategically plan.
- Ability to work in a team setting.
- Willingness to continue learning about homelessness.
- Established capabilities to effectively problem solve.

***Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search preceding your start date.***

***Applicants with lived experience are strongly encouraged to apply.***

**CLOSING DATE:** Resumes will be reviewed starting **August 16, 2021** but the posting will remain open until filled and will close without notice.

**PLEASE APPLY TO:** Andrea Dodd, Program Manager  
Options Community Services Society

Email: **Andrea.Dodd@options.bc.ca**

Please include a cover letter indicating the posting number [**#21895**] and detailed resume outlining your qualifications and related experience for the position.

---

**NOTE: Applicants not selected for an interview will not necessarily be notified.**

Posted: 21-Aug-10