

**We're Hiring!**



## EXTREME WEATHER RESPONSE COORDINATOR

Posting Requisition	22128	Program	<i>Extreme Weather Response</i>
Job Type	<i>Temporary, Full-time until April 1, 2023</i>	Location	<i>Surrey, BC</i>
Hours of work	<i>35 hours per week (varying shifts including overnight)</i>	Closing Date	<i>Open until filled</i>

Options Community Services is 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.

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.

### ACCOUNTABILITIES

- 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.
- Performs front line duties with staff and 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.

### QUALIFICATIONS

#### Education, Training, and Experience:

- Diploma in social services or a related field and a minimum of one (1) year experience working with homeless and vulnerable populations.
- Previous leadership experience is preferred.

*We are an equal opportunity employer committed to hiring a diverse workforce*

Posted: 22-Aug-17

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- Valid First Aid Certificate is required.
- Class 5 Driver's License is required.

**Skills and Abilities:**

- Ability to assume a leadership position within staff team.
- Excellent communication, organizational and mediation skills.
- Demonstrated competencies working in the area of homelessness.
- Demonstrated capabilities to work effectively with co-workers, clients and outside agencies.
- Ability to strategically plan and organize workload.
- Ability to work collaboratively in a team setting.
- Knowledge of promising practices related to Homelessness.
- Established capabilities to effectively problem solve.

**SPECIAL REQUIREMENTS**

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.
- Applicants may be required to provide proof of Covid -19 vaccination.
- Applicants with lived experience are strongly encouraged to apply.

*\*An eligibility list may be maintained for up to six months. Eligible applicants may be offered a casual position. This position is open to all qualified applicants.*

**PLEASE APPLY TO:** Andrea Dodd, Program Manager  
Options Community Services Society  
Email- [andrea.dodd@options.bc.ca](mailto:andrea.dodd@options.bc.ca)

**No phone calls please**

**Please include a cover letter clearly indicating the posting number [posting #22128] and outlining your qualifications and related experience for the position.**