



MPA Society

Empowerment in Mental Health since 1971

January 25, 2022

JOB POSTING

POSTING NUMBER: 2022-007

POSITION: Program Coordinator
Temporary Full-Time (Until Return of Incumbent)

UNION: HEU – MPA Certification

PROGRAM: Beckman Apartments
Maple Ridge

SALARY RANGE: Grid 35: \$27.24 - \$29.42

HOURS OF PAY: 37.5 hours per week

SCHEDULE: Monday to Friday: 0800 hrs to 1600 hrs

START DATE: ASAP

All candidates subject to a criminal records check.
Qualifications and job description attached.

Please indicate posting number 2022-007 when sending applications and resumes to hr@mpa-society.org

Internal applicants no later than 5:00 p.m. Tuesday, February 1, 2022.

** Days and hours of work may change.

cc Union
File



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Job Description – Program Coordinator

Beckman Apartments, Assisted Living

Classification Benchmark:	Residence Coordinator
Grid Level:	Grid 35
Collective Agreement:	Community Subsector Association
Reports To:	Manager, Housing Programs

Job Summary

Working in and from Beckman Apartments and in partnership with the Maple Ridge Mental Health Team, the Program Coordinator provides assistance, support and basic skill training to members in their living environment while encouraging independence, self-responsibility, and healthy lifestyle choices.

The Program Coordinator oversees the day-to-day operation of the program by performing duties such as ensuring adherence to residence policies and procedures, supervising staff and monitoring resident safety.

Functions & Responsibilities

1. Interviews referrals, gathers background information, assesses and determines client suitability for the housing program. Informs members of program policies and procedures and makes referrals to other programs as required.
2. Coordinates staff by performing duties such as assigning work, providing feedback and evaluation, determining training requirements, orientating new staff and maintaining scheduling, payroll and attendance records. Resolves staffing problems, including calling in staff to ensure appropriate staffing levels.
3. Assists in recruitment and selection of staff by performing duties such as reviewing applications, providing input into the development of interview questions and participating on interview panels.
4. In conjunction with the members, develops and oversees individual service plans. Participates in case planning with tenants and/or collateral service providers to meet the needs of the member and the community. This also includes the coordination of a formal medication support program as required by members. Reviews feedback and input regarding the member's needs, performance and progress.
5. Advocates for members by problem solving in areas such as financial assistance, accessing community resources and obtaining volunteer placements. Provides crisis intervention in situations such as medical emergencies and member disputes.
6. Reviews and maintains related documentation such as individual tenant plans. Maintains Fraser Health Authority required data.
7. Assists in the preparation of the budget for assigned programs and/or services, monitors and authorizes budgeted expenditures and assists with financial reports and payments. Maintains related records and reports.



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8. Ensures the maintenance, cleanliness and safety of programs and residence. Contacts BC Housing for maintenance work as required. Ensures the residence's inventory of supplies is maintained by performing duties such as contacting outside suppliers and following up on discrepancies.
9. Reviews and maintains related documentation such as resident progress reports and care plans.
10. Acts as a liaison with community agencies and promotes and encourages community involvement in the program.
11. Provides direction to members and/or volunteers and monitors and assists as required.
12. Coordinates participant meal program.
13. Fulfills all functions and responsibilities of Mental Health Workers in their program(s) of supervision as needed.
14. Performs other related duties as assigned.

Education, Training & Experience

1. B.A. in Behavioral Science or Diploma in Community Social Service – Mental Health specific preferred.
2. A minimum of three (3) years experience in a similar setting with a mental health or addictions related agency, with responsibility for front line outreach service delivery, crisis intervention, debriefing and support, conflict resolution and case planning or an equivalent combination of education, training and experience.
3. Three (3) years experience working with people with mental illness or those at risk of homelessness and a demonstrated commitment to promoting empowerment and individual/group advocacy.
4. Formal leadership training and two (2) years experience providing leadership in a team setting, including motivating, coaching and providing feedback to team members, or equivalent combination of training and experience.
5. Experience in monitoring case loads, and prioritizing and assigning front line services.
6. Extensive working knowledge of psychosocial rehabilitation approaches and services including individual service plan development and implementation and life skills training.
7. A solid background and knowledge of concurrent disorders with related work experience.
8. Satisfactory criminal record check.
9. Compliance with the Fraser Health Tuberculosis Testing and Immunization Guideline in Adult Residential Care.
10. Experience with ComVida staff scheduling system preferred.

Skills & Abilities

1. Ability to communicate effectively, both verbally and in writing.
2. Physical ability to carry out the duties of the position.
3. Ability to work independently and in cooperation with others.
4. Ability to operate related equipment.
5. Ability to plan, organize and prioritize.
6. Ability to establish and maintain a rapport with clients, staff, management and collateral service providers.
7. Ability to observe and recognize changes in members.
8. Ability to effectively supervise staff.
9. Ability to analyze and resolve problems.



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10. Relevant leadership skills.
11. Knowledge of Psychosocial Rehabilitation and Concurrent Disorders including theories and methods.