



Internal/External COORDINATOR



POSITION: Coordinator, Men in Change Programs

DEPARTMENT: Family and Settlement Services

POSITION FUNCTION:

Under the supervision of the Manager of Men in Change programs, the Coordinator is responsible for the implementation and administration of the Men in Change programs. The Coordinator's primary duties include providing support for program participants, including counselling and psychoeducation; completing administrative duties, engaging in outreach, working collaboratively through an Integrated Services Approach with MOSAIC's Family and Settlement Services, as well as with other MOSAIC services staff and other service providers in the community.

KEY RESPONSIBILITIES:

- Be familiar with MOSAIC'S vision, mission, values, strategic plan, and integrated client service delivery approach, program and/or project proposals and contracts, and your role in achieving the goals and contractual outcomes of the department.
- Maintain knowledge of the unique needs of program participants and related activities/services.
- Remain current with CARF standards relevant to the program, project, or service.
- Coordinate and facilitate sessions with the clients for successful program delivery.
- Communicate with the clients of other programs, as assigned. (RVPP-CE and EHR)
- Respond to program related enquiries via telephone, e-mail or in-person in a timely and professional manner.
- Assist in recruitment, selection and intake of program clients based on standardized assessment and evaluation procedures.
 - Refer ineligible clients to appropriate resources and services.
- Ensure submission of requested program data to the Manager in a timely manner to be used for Funder reporting.
- Maintain clients' records.
 - Maintain client files up to date as per CARF and MOSAIC standards.
 - Promptly and accurately enter client information into MOSAIC OCMS database.
 - Enter client information into MOSAIC OCMS database for other programs, as assigned. (RVPP-CE and EHR)
- Maintain confidentiality in all matters relating to the clients except where law requires disclosure.

- Develop and maintain positive, effective, cooperative working relationships with the referring agencies and other community partners.
- With the Manager, develop a framework and ongoing system to track and promote quality of project or program goals.
- Perform administrative duties related to the programs, as assigned.
- Other duties, as assigned by the Manager.

QUALIFICATIONS:

- Must be knowledgeable about: Counselling theory and practice; violence prevention; dynamics of gender-based violence; trauma informed practice; issues impacting immigrant, refugee, and visible minority population; social work services in Greater Vancouver; community resources and programs; standard office equipment and software applications.
- Have a degree in social work, counselling, or related field.
- 3-4 years of experience in counselling, group facilitation, program coordination, working collaboratively with community partners, working with people of diverse backgrounds.
- Excellent counselling and group facilitation skills, interpersonal skills, communication skills, organizational and time-management skills; fluency in verbal and written English.
- Ability to be empathetic and sensitive to people with other languages and cultures; ability to work independently and as part of a team; flexibility/adaptability; high degree of self-awareness and commitment to self-care.
- Excellent communication and organizational skills
- Current and satisfactory Criminal Record Check required.

DESIREABLE SKILLS/EXPERIENCE:

- Experience working with men in the area of family violence prevention.
- Additional languages an asset, particularly Hindi and Punjabi.

HOURS: 28hrs per week

STARTING PAY: Commensurate with experience.

A competitive benefits package is provided with contracts of at least 1 year in length which offer a minimum of 17.5 hours of work per week.

RESUMES TO: MOSAIC
Please email your cover letter and resume to
Attn: ptuli@mosaicbc.org

Please reference “Coordinator, Men in Change Programs” in the subject line of your application. No telephone calls please.

DEADLINE: **Ongoing**

NOTES: Only those selected for an interview will be contacted. Before applying, you must be legally permitted to work in Canada through citizenship or permanent resident status. If you have a work permit, please ensure that it allows you to work for the duration of this position.

Posting Date: August 24, 2021

MOSAIC is committed to promoting equal employment opportunities for all members of the community