



## **Employment Opportunity for Community Transitions Coordinator**

### **Who Are We?**

The Jessica Martel Memorial Foundation (JMMF) is a not-for profit organization that works toward breaking the cycle of domestic violence through the actions of advocacy, awareness, community engagement, education, and safe housing. We operate Jessie's House (a 35 bed all-gender emergency shelter) and Eileen's Place (a 3-unit second stage transitional housing program). We are committed to creating inclusivity, diversity, and equity for our employees and the community we serve.

We offer competitive wages, a comprehensive benefit package, retirement savings program, and professional development opportunities. Visit [www.jmmf.ca](http://www.jmmf.ca) to learn more about who we are and what we do.

Employment Type: Fulltime

Work Hours: 9:00a.m.-5:30 pm Monday thru Friday plus one evening/week.

Application Deadline: October 31

Start Date: ASAP

### **JOB OVERVIEW**

The Community Transitions Coordinator reports directly to the Deputy Director and operates out of Jessie's House. The Community Transitions Coordinator provides support and delivers trauma-informed services to clients after discharge from the residential program into living independently or at Eileen's Place. This position is part of the Outreach Team, providing support to clients who require support but are not staying at Jessie's House. This individual will work collaboratively with co-workers, agencies, and service groups, using a client-centred approach, respecting the client's right to self-determination.

The Community Transitions Coordinator provides public education to community agencies, groups, schools, and the public to raise awareness and knowledge about family violence and bullying. The Community Transitions Coordinator must operate from a trauma-informed, decolonial, harm reduction, and anti-oppressive mode of practice.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **General**

- Maintain a professional working relationship with all agencies, service groups, the public at large, residential and non-residential clients, co-workers, Deputy Director, Executive Director, and members of the Board of Directors



- Attend staff meetings and training workshops at the request of the Executive Director or Deputy Director
- Identify training needs and workshop needs
- Develop and facilitate programming, such as support groups and Inspire program
- Answer all phone lines including the support line
- Take on call shifts as requested by the Executive Director or Deputy Director
- Perform other related work as assigned by the Executive Director or Deputy Director

### **Outreach and Follow-Up Clients**

- Initiate contact with all residential clients, build trust and rapport, introduce the follow-up program
- Receive referrals from the community, initiate contact with potential outreach clients
- Provide support, crisis counselling, risk assessments, and safety planning for all clients by phone or in person as required
- Complete all required forms for intakes and exits, and other forms related to the client's individual situation
- Enter accurate data into the data base, provide monthly reports as requested
- Develop and facilitate outreach support groups and in-house groups

### **Second Stage Housing at Eileen's Place**

- **Program Development:** Assist the Leadership Team in the development of a program framework that outlines the structure, components, and activities of the program. Consider the resources, budget, and timeline needed for implementation.
- **Housing Placement:** Assist clients in finding suitable housing as they transition from second stage into sustainable, affordable housing. This may involve working with landlords, property managers, or housing agencies to secure safe and affordable housing.
- **Client Assessment:** Conduct assessments to determine the needs, strengths, and challenges of clients seeking second stage housing. This assessment helps in creating individualized support plans.
- **Case Management:** Provide ongoing case management to clients, helping them set goals and develop plans to achieve stability. This may include connecting them with necessary resources such as employment services, mental health support, or substance abuse treatment.
- **Crisis Intervention:** Be prepared to handle crises or emergencies that clients may face during their transition period. This could involve connecting them with appropriate services or agencies for immediate assistance.
- **Cultural Sensitivity:** Be sensitive to the cultural backgrounds and diverse needs of clients and adapt support strategies accordingly.



- **Life Skills Training:** Offer workshops or one-on-one coaching to help clients develop essential life skills, such as budgeting cooking, time management, and conflict resolution.
- **Community Resources:** Maintain a network of community resources and partnerships to refer clients to additional support services when needed.
- **Group Facilitation Skills:** Develop strong facilitation skills to create a safe and supportive group environment. This includes active listening, empathy, conflict resolutions, and the ability to guide discussions effectively.
- **Documentation:** Keep accurate records of client interactions, progress, and any support services provided. Submit monthly reports and statistical data.
- **Program Evaluation:** Participate in program evaluation and improvement efforts of program delivery.

### **Community Awareness**

- Maintain accurate reporting data including statistics and evaluations, submit monthly reports as requested
- Attend community meetings as requested, including interagency meetings
- Initiate and maintain contact with community agencies and groups ensuring awareness of all programs and the referral process
- Identify and report to the Deputy Director any needed materials or resources.
- Participate in community awareness events and activities, sharing resources about family violence prevention and bullying

### **Facility Related**

- Maintain a high degree of safety, security, and confidentiality at all times
- Regular housekeeping and maintenance duties such as cooking, cleaning, preparing rooms for client admissions and/or departures, laundry, and general facility upkeep as needed.
- Requirement to transport and accompany clients to appointments as needed and requested
- Support co-workers in the implementation of all other programs, as requested by the Executive Director or Deputy Director

The Community Transitions Coordinator will also complete all other duties as assigned by the Deputy Director and Executive Director, including providing relief support to the rest of the shelter team where required.

### **QUALIFICATIONS & EXPERIENCE**

- A minimum of post-secondary level education in social work, psychology, or another social science from a recognized educational institution, with current registration with



the appropriate regulatory body where applicable. A combination of other relevant experience and qualifications may also be considered.

- Strong knowledge of the principles of harm reduction, anti-oppression, decolonial practice, housing first, and trauma-informed care; relevant experience may be substituted.
- Strong knowledge of best practices in family violence, gender-based violence and intimate-partner violence intervention. Experience working in a residential facility or emergency accommodation is preferred.
- Understanding of trauma-informed care.
- Experience working with diverse and multi-cultural communities.
- Experience working with persons with mental health and/or alcohol & substance abuse challenges helpful.
- Excellent capacity for networking and liaising with external community agencies and relevant stakeholders and representing the agency positively and professionally.
- Demonstrated ability to work independently with minimal supervision.
- CPR Level C and Standard First Aid, standard non-violent crisis intervention certification, a Child Intervention Record Check, and a Criminal Record and Vulnerable Sector Check are conditions of employment.

#### **WORK CONDITIONS**

- Working primarily in an emergency shelter environment in the town of Morinville.
- 9:00am - 5:30pm Monday thru Friday. Additional requirement to be on call for our residential program on a rotating schedule Working in a high stress, with disruptions, high pressure environment.

We offer holiday pay and a generous benefits package. Salary is commensurate with experience.

#### **How to Apply?**

Send a current resume and cover letter, quoting the position title in the subject line to [hr@jmmf.ca](mailto:hr@jmmf.ca) Include 2 professional references.