

# Employment Opportunity

## Internal and External Job Posting

<b>Job Title:</b> Coordinator, Sahara Support Services	<b>Date Posted:</b> March 13, 2017	<b>Position Type:</b> 1-Year Full Time Contract Position
<b>Job Posting</b> <b>PC-SSS-014/2016-17</b>	<b>Date Closed:</b> March 24, 2017	<b>Report to:</b> Manager of Operations

### **About Organization:**

Punjabi Community Health Services (**pchs**) is a pioneer community based not for profit, charitable organization. **pchs** has been fulfilling needs of the diverse communities for the past 27 years by providing services in the areas of addictions, mental health, geriatric, health promotion, domestic violence, parenting, settlement and services for women, children and youth. **pchs** has a number of research studies to its credit and is recognized as an innovative organization for community development and for its Integrated Holistic Service Delivery Model. **pchs** is accredited by Commission of Accreditation Rehabilitation Facilities (CARF) International and Imagine Canada.

### **About Position:**

**pchs** is looking for an experienced Coordinator for Sahara Support Services, a 1-year project funded by Peel Region Homelessness Partnering Strategy (HPS)-2017/2018. The successful candidate will assist individuals to obtain stable housing and connect them to the existing support services to maintain their health and permanent housing. The Coordinator will support client by navigating them to resources and support services in the areas of housing loss prevention, connecting clients to income supports, pre-employment support & bridging to labor market, life skills development, social integration, and basic needs.

### **Qualifications**

- College diploma or University Degree. Preferred degree in human or social services field
- Experience in intake and coordination preferred
- Solid working knowledge of resources available to clients at imminent risk of becoming homeless
- Strong interpersonal and communication skills
- Strong ability to work independently and on a team
- Knowledge of community services and supports in Region of Peel
- Enthusiastic problem solver, grounded in positive conflict resolution and goal setting practice
- Proficient computer skills including MS Office and Outlook
- Knowledge of Punjabi, Hindi and Urdu is an asset
- A valid Canadian driver's license, access to a reliable vehicle and relevant insurance
- A satisfactory Vulnerable Sector Screening (Police Check) report
- Current CPR/First Aid certification or is willing to get one
- Ability to work flexible hours including evening hours

### **Responsibilities:**

- Support an assigned caseload of clients by establishing a supportive relationship with clients and their support systems
- Explaining your role to the client as it relates to the larger program; respond to questions or concerns

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- Using comprehensive assessments, identifying their strengths and needs
- Conducting Vulnerability Assessment Tests(VAT) with the clients
- In relation with clients, support identification of strengths that people can access to address areas they want to change
- Support clients to make choices that promote safety, wellness and recovery
- Invite, encourage, and support self-advocacy of clients' housing needs
- Encouraging clients to identify and work towards employment, educational and vocational goals
- Providing resources for supportive counselling, life skills coaching, pre-employment coaching and appropriate referrals to enable clients to achieve their goal to secure housing
- Consulting, advocating and liaising with community resources and agencies to assist clients in achieving their goals
- Referring clients to long term support, as needed
- Establishing a follow-up plan for clients prior to discharge
- Attending and actively participating in team meetings and other client-related meetings and program meetings as required
- Maintaining appropriate record-keeping/documentation and client files, statistical and outcome measurement tools as required by **pchs** policies and procedures
- Participating on agency and community committees and workgroups
- Working effectively and collaboratively with program teams, internal and external to **pchs**
- Other related duties as assigned

**Hours:** Full time, some evenings and weekends work is required

**Position to commence:** April 10, 2017

**Please submit resume by March 24, 2017 to the Hiring Committee at:**

E-mail: [jasmin@pchs4u.com](mailto:jasmin@pchs4u.com)

**Please add Job posting # PC-SSS-014/2016-17 to the email subject line and cover letter**

pchs offers a competitive salary and a benefits package, including medical and dental benefits. We also offer an attractive and rewarding work environment. We appreciate the interest of all applicants, but only those under consideration will be contacted for an interview.

*pchs is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, persons with disabilities among other self-identified diverse groups. We also provide accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources at [jasmin@pchs4u.com](mailto:jasmin@pchs4u.com)*