

JOB POSTING

Position: Program Coordinator	Type: Maternity Leave Contract <i>*for the right candidate there is opportunity for a salaried position after maternity leave contract is completed</i>
Location: HOPE Centre, Waterdown	Compensation: TBD
Hours: 30 hours per week	Start Date: May 2021

For more than 15 years Eagles Nest Association of Waterdown has been positively impacting families in our community with compassion and practical support. Eagles Nest is a registered non-profit Christian charity. Currently Eagles Nest operates two divisions: HOPE Centre and Rescued & Restored.

The HOPE Centre (Home of Practical Education) provides a supportive environment where people are equipped to achieve positive change and build healthy communities. Staff and volunteers support individuals and families in valuing themselves, cultivating healthy relationships, learning how to communicate and navigating through trauma or difficult circumstances. We offer counselling, coaching, support groups and programs to children, youth and adults. Our services are free or at minimal cost making them accessible to everyone.

Rescued & Restored is a thrift store that sells gently used furniture, household items, and clothing donated from the community. All the proceeds from the store support the operating budget of Eagles Nest charity, making it possible to offer our services and supports to families.

We are looking for an individual to join our team as a *Program Coordinator* at the HOPE Centre. Along with experience in counselling and strong administrative skills, this individual needs to be passionate about working for an organization committed to making a difference in the lives of others and in alignment with the values and mission of Eagles Nest.

Job Description:

The Program Coordinator will work closely with the Program Specialist to develop and implement programs and services. The role will include both administrative tasks and working directly with clients.

Responsibilities:

- Work with Program Specialist to develop and facilitate programs
- Support with intakes of new clients for the HOPE Centre
- Register clients for courses and book individual appointments
- Liaise and advocate on behalf of clients for appropriate supports in the community
- Organize and maintain up to date both paper and electronic records for clients
- Oversee general programs email and field all inquiries
- Communicate and coordinate details of services with clients (i.e. times, payments, forms)
- Participate in monthly team meeting to review cases
- Collaborate with program team to improve programs and services
- Maintain excellent communication, answering phone and email in a timely and professional manner
- Provide therapy to clients **only if registered and maintains the right to practice the controlled act of Psychotherapy within the Province of Ontario*

Qualifications:

- Degree or certification in Social Work , Psychology or Mental Health
- Master's degree in Social Work, Psychology, Counselling, Mental Health or other related health field working as a Psychotherapist / MSW is an asset to the role
- Excellent communication, interpersonal skills, organizational and administrative skills
- Sound decision-making and problem-solving skills
- The ability to provide therapeutic interventions with individuals, groups, and family systems
- Ongoing commitment to professional growth and development
- Current (within 3 months), clear criminal reference check with vulnerable sector search
- Ability to work independently as well as effectively on a team
- Ability to efficiently organize time and manage priorities
- Excellent working knowledge of Microsoft Office XP (Word, Excel, & Microsoft Outlook, PowerPoint)
- Familiarity with OWL management software program is an asset

To apply: Please submit a cover letter and resume to info@eaglesnestwaterdown.ca. We thank all applicants for their interest; however, we will only be contacting those selected for an interview.