

External Job Posting

Job Title:	<u>Social Services Coordinator</u>
Program Name:	TWRCS Accessibility & Social Services

Wage:	\$25.24/hour	Hours per Week:	28 hrs per week
Posting Date:	January 27, 2022	Full/part time:	Part time
Send application to: Executive Director	Termed to March 31, 2022		
Terrace location			
Email: admin@twrcs.ca	Closing date: February 11, 2022		

Job Description/Summary:

Skills & Abilities:

- Ability to work compassionately with diverse families and communities
- Proficient in Microsoft Office programs (Word, Excel, PowerPoint), social media outlets (Facebook, Instagram) and online platforms (Web Hosting, Canva, Zoom)
- Excellent oral, written facilitation and interpersonal communication skills
- Ability to work effectively with TWRCS Program Manager, co-workers, volunteers and non-profit or publicly-funded groups, agencies and organizations
- Understanding of local and social issues, knowledge of surrounding Indigenous communities and cultures, public help sector resources and understanding of social advocacy and inclusion
- Experience in providing front line social services with a focus on trauma informed practise and social inclusion

Key Responsibilities:

- Work under the supervision of TWRCS Program Manager to plan and implement network and educational opportunities and special events in conjunction with co-workers, volunteers and other community groups
- Programming hours worked will occur on a flexible schedule, with a priority serving centre open hours (9am-5pm, Monday-Thursday) and additional hours as needed (which may include evenings, weekends and holidays as per programming demands)
- Represent the organization at community events or other functions, and at planning or advisory tables
- Acquire and maintain information and resources with a focus on food resources, housing resources, community supports, legal advisory, government processes, social advocacy, health and wellness
- Assist in providing Accessibility Services to centre clients via appointments and drop in services

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- Assist in coordinating the CVITP volunteer income tax program and accessibility services
- Coordinate counselling services for community members and centre clients
- Maintain a current in-depth understanding of trauma-informed practise and social inclusion
- Under the supervision of TWRCS Program Manager create and plan, deliver and implement educational and awareness events and programs regarding social equity and inclusion
- Report service participation, evaluations, and statistics reports to TWRCS Program Manager
- Other duties as required

Qualifications/ experience:

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- Diploma in Social Work or 3 years post secondary studies in related field
- Minimum of 2 years experience in social work and social services sector

Requirements:	Yes	No
Membership in CUPE Local 2012-01	✓	
Valid driver's licence and access to own vehicle	✓	
Current and clear criminal record check	✓	