

**CYTHERA TRANSITION HOUSE SOCIETY
INTERNAL/EXTERNAL JOB POSTING**

Competition #: 19-02

Position Title: RESIDENCE COORDINATOR

Location: Cythera Transition House

Starting Date: May 1, 2019

Ending Date: N/A

Status: Permanent Part-time 26.25 hours per week

Wage Rate: \$25.54/hour - Grid 14 Step 1

Shift Schedule: Friday thru Sunday – 2:15 p.m. to 11:00 p.m.
May be required to work other days and/or shifts *(Per Article 15.5 of the Collective Agreement, the Employer has the right to change work schedules with adequate notice).*

Use of Personal Automobile: Yes - minimal

Reports To: Residential Manager

Posting Date: Friday, March 15th, 2019

CLOSING DATE: 4:30 p.m. Friday, April 12th, 2019, or when position is filled.

Cythera Transition House Society is currently accepting applications for a **Permanent Part-time Residential Coordinator** at its Transition House.

This position oversees the day-to-day operations of the transition house, provides ongoing supervision of staff and evaluates program policies.

Qualifications required are:

- Diploma in a related human/social service;
- Three (3) years recent related experience, including one (1) year supervisory or administrative experience.
- *Or an equivalent combination of education, training and experience.*
- Acceptable Drivers' Abstract
- Current First Aid Certificate

Skills & Abilities:

- Ability to communicate effectively both verbally and in writing.
- Ability to interact effectively with residents.
- Ability to organize and prioritize work effectively.

- Ability to work with a minimum of supervision but to work effectively in a team setting.

This position requires B.C.G.E.U. membership and an acceptable Criminal Records Check.

Please submit current resumes quoting competition #19-02 by 4:30 p.m. April 12th, 2019:

**EXECUTIVE DIRECTOR
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