



Hamilton-Wentworth Chapter of Native Women Incorporated  
o/a Native Women's Centre

**Position Ending March 31, 2019**

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**Position Title**

Transitional Program Coordinator (TPC)

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**Hours**

Thirty-two (32) Hours per Week (flexibility required)

**Date to Apply**

Friday January 12, 2018 - 4pm

**Summary**

The Native Women's Centre provides services and resources in the housing sector, violence against women and women experiencing homelessness. The position of the Transitional Program Coordinator is responsible to work alongside of the Transitional Housing Support Worker, Weekend CIW Liaison and the CIW Case Worker. The TPC will engage in scheduling cultural specific programming that supports Indigenous women and women with children in Honouring the Circle. The TPC will coordinate the elders/traditional teachers to provide monthly sharing circles, and cultural teachings to the residents. The residents will be able to participate and be engaged to enhance their success to maintain permanent housing and reduce poverty. The TPC will also create cultural educational workshops to deliver awareness training on working with Transitional programming to residents that can be delivered to mainstream agencies (shelters, transitional housing, housing first, front line workers and health care) working with vulnerable persons.

**Line of Authority:**

The Transitional Program Coordinator is part of the Operational Management Team and reports directly to the Executive Director and is subject to the direction given by the Executive Director.

**Roles and Responsibilities:**

- The TPC will work to organize program scheduling internally and externally. The TPC will also outreach to the MVP Shelter Program Manager and the NWC Shelter Program Manager to collaborate on scheduling for women and women with children that are transitioning from the Shelter Services.
- Provide cultural resources to the residents at Honouring the Circle;
- Report to the Executive Director on a regular basis to meet operational objectives in a timely fashion;
- Communicate and collaborate with Executive Director and Operational Management Team;
- Provides constructive ideas to improve effectiveness and efficiency in areas pertaining to the position;
- Prepares purchase orders for the Transitional Housing Program and submits these to the Executive Director for review;
- Provides administrative assistance to support goals and strategies of the NWC and HTC;
- Share information/ideas clearly and listens for understanding to promote productive work relationships;
- Coordinates activities; troubleshoot issues and challenges creating best practice;
- Present a positive and professional image of the NWC and HTC to all visitors, staff, government officials, inquiries, and other interactions;

- Participates in monthly operational management meetings, maintain daily appointment calendar and other duties as necessary.

### **Statement of Qualifications**

#### **Education**

- Social Services Diploma, progressive responsibilities of knowledge and experience in a transitional housing and shelter environment;
- Minimum of 2 years' experience within a small to medium organization;
- Knowledge in Indigenous culture, and experience working with scheduling events, gatherings, sharing circles, teachings, engaging elders and traditional teachers to participate in cultural sharing;
- Ability to create evaluation forms, complete final narrative reporting.

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#### **Experience**

- Proficiency with Microsoft Office programs;
- Effective attention to detail and a high degree of accuracy;
- High level of integrity, confidentiality, and accountability;
- Strong work ethic and positive team attitude;
- Sound analytical thinking, planning, prioritization, judgment, reasoning, discretion and execution skills;
- Ability to respond appropriately in pressure situations with a calm and steady demeanor;
- Excellent writing skills, including proper spelling, grammar, and punctuation;
- Superior time management skills, multitasking skills, and the ability to prioritize tasks;
- Able to maintain filing systems and basic databases;
- Knowledge of the not for profit sector is an asset.

#### **Knowledge/Abilities/Personal Suitability**

- Professional, responsive, and positive work attitude is essential, resourcefulness and flexibility;
- Previous experience in handling confidential or sensitive information with strong and clear professional boundaries;
- Strong verbal and interpersonal skills to communicate clearly;
- Demonstrated abilities to work as a team player;
- Demonstrated ability and interest in working with and for diverse populations;
- Experience working in a politically sensitive environment;
- Ability to meet deadlines work independently with minimal supervision;
- Outgoing, inclusive and welcoming in nature;
- Resourceful, motivated and energetic and excellent teamwork and team building skills.
- Able to effectively communicate both verbally and in writing;
- Strong problem identification and problem resolution skills;
- Ability to take on and accept new challenges and opportunities;
- Be willing to expand upon knowledge and education about Aboriginal culture, and development planning.

#### **Working Condition**

- Manual dexterity required to use desktop computer and peripherals;
- Flexible hours will be required as needed;
- Ability to work with a multi-disciplinary team;
- Ability to manage time and stress effectively;

#### **Forward your resume and cover letter to:**

Cindilee Ecker-Flagg, Executive Director  
 Native Women's Centre, 1900 King St. East, PO Box 69036,  
 Hamilton, ON L8K 1W0 FAX: (905) 664-1101 EMAIL: ed@nativewomenscentre.com

**Thank you to all applicants applying; only those chosen for an interview will be contacted**