



Giving Hope Today

Employment Opportunity The Salvation Army Community Services (Calgary)

Program Coordinator – West Campus

Position Type: Regular Full Time – 40 hours per week

Location: West Campus

Position Summary

This position provides assistance to the Program Manager with supervision, development and overall operation of the Shelter Program.

Hours/Schedule

Regular Full Time – 40 hours per week; Monday – Friday, 9:00am to 5:30 pm.

What you will be doing in your role

- Assists the Program Manager in the development and delivery of the program.
- Assists in the development, implementation and evaluation of program goals that support the annual program operational plan and assists in assuring the program complies with the Salvation Army Accreditation Standards.
- Assists with the implementation of, and participates in, the provision of the case management system including intake, support, goal planning, referral, networking, and other direct services to clients.
- Assists in development, implementation, evaluation, and follow-up of department-specific training.
- Works with the Program Manager researching and implementing best practices.
- Works with program staff in the development of program policies and guidelines.
- Works with the Program Manager conducting interviews and screening for the Women's Shelter.
- Prepares and submits program documentation, reports, and other statistical information as required.
- Attends internal meetings related to the program, answers questions, and prepares reports as required.
- Works alongside the Program Manager with the completion of annual staff evaluations.
- Performs timekeeping and supervisory approval of timesheets in the payroll system, ensuring employees are paid accurately and on time in keeping with policies, and legislation; may approve vacation, sick time, etc.
- Ensures supervision and performance management are in place for all receptionists, as well as contributes towards completion of probationary and annual performance reviews.
- May support the Program Manager with supervision of Women's Shelter staff and volunteers.
- In the absence of the Program Manager:
 - responds to, coaches and addresses issues or concerns brought forward from the Women's Shelter staff.
 - On-call for the Women's Shelter, including filling in for shifts when coverage cannot be found.
 - Liaises with community agencies and Calgary Police services.
- Provides administrative assistance in the preparation of program and/or funding proposals.
- Assists with performing supervisory payroll functions in UltiPro in the absence of the manager.

Required Education, Experience and Competencies

- A two-year college diploma in related social services field.
- Police Information Check (PIC) with Vulnerable Sector Search.
- Current and Alberta approved Standard First Aid/ CPR Certification.
- Incumbents with a Social Work diploma or degree must be registered with the Alberta College of Social Workers.
- At least three years prior related experience in frontline casework in a social service environment including overseeing a team; experience within a shelter system.
- Experience working with people who are vulnerable, in crisis and/or experiencing homelessness.
- Skills to research best practices and service opportunities that align with accreditation processes.
- Excellent communication skills (verbal/written); strong sense of integrity and confidentiality and a balanced sense of fairness and flexibility; strong skills in MSOffice 365 (Outlook, Excel, TEAMS, Word)

Please apply by sending a cover letter and resume to: CSCalgary.HRResumes@salvationarmy.ca and please use the competition # **PCWC300823** in your email subject line.

This competition will remain open until the position is filled.

We thank all applicants and those selected for an interview will be contacted.

For more than 130 years, The Salvation Army has had the privilege of serving vulnerable people in communities across Canada. Last year, we helped over 1.7 million people. The Salvation Army not only provides the necessities of life such as food, clothing, and shelter, but our programs address needs such as addictions, language barriers, loneliness, unemployment, and family challenges. Our services continually adapt to meet emerging needs.

At work in more than 400 communities across the country, The Salvation Army has grown to become one of Canada's largest non-governmental providers of social services.

Mission and Core Values

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

Our values underpin all that we do:

Hope: We give hope through the power of the gospel of Jesus Christ.

Service: We reach out to support others without discrimination.

Dignity: We respect and value each other, recognizing everyone's worth.

Stewardship: We responsibly manage the resources entrusted to us.

The Salvation Army will accommodate candidates as required under applicable Human Rights Legislation. If you require a disability related accommodation during this process, please inform us of your requirements.



Imagine Canada believes that charities and non-profits have a responsibility to be

innovative, transparent, accountable, ethical, and well-governed.