



Job Opportunity

Manager of COAR (Community Outreach Advocacy and Resource)

Anticipated Start Date – April 30, 2024

FTE: 1.00 (One Year Contract)

Anticipated Shift: Days

Daily Hours Worked: 7.50

Posting End Date: April 12, 2024

Salary: \$ 58,500.00

The **Manager of COAR** will be an integral role for the Downtown Community Safety Partnership (DCSP), primarily responsible for the management of the COAR Team Members. Reporting directly to the Senior Director of Operations, this position will play a fundamental role in the on-going development of the DCSP COAR Team.

Key Highlights of Position:

Leadership

- Provide leadership, mentorship, and support to COAR Outreach staff
- Take initiative in developing and instituting Case Management policies and procedures.
- Engage in ongoing program and performance evaluations of COAR Team Members and to ensure program efficiency and effectiveness.
- Ensure COAR staff incorporates the Core Service Principles of the DCSP into their work.

Human Resource Management

- Engage in recruitment process, supervise, and evaluate team members.

Program Management

- Ensure all COAR programming operates within budget.
- Prepare and manage funding applications and reports.
- Lead strategic planning sessions for the program and communicate with the Senior Director of Operations on potential ideas for ongoing improvement.
- Ensure training is up-to-date and current for employees; explore ongoing and evolving training needs.

Community Connections

- Identify and develop opportunities for collaboration and partnerships in the community to strengthen support networks for participants and enhance the work of COAR Team Members
- Oversee the development and maintenance of a directory of agencies and resources that provide assistance.

- Identify opportunities for developing field and/or volunteer placements that would welcome students from faculties such Social Work, Public Health, etc..
- Network with other appropriate professionals and organizations.
- Mentor students and volunteers, as needed.

Qualifications

- Bachelor of Social Work or degree of equivalent nature with at least three years' professional experience in the social work field.
- Experience in Crisis Counseling and Outreach is considered an asset.
- Demonstrated understanding of the unique issues and barriers affecting vulnerable populations in downtown
- Understand the importance of trauma-informed and culturally appropriate bases for care.
- Ability to use sound judgment while working under demanding conditions and circumstances.
- Strong computer skills and knowledgeable with Excel, word, Outlook, Internet, etc.
- Ability to perform physical duties, including but not limited to standing and being on foot for period of time.
- Valid First Aid and CPR certification is considered an asset.
- Must be available to workdays.
- This role is subject to a Criminal Record Check, including Vulnerable Sector Search, and a Child Abuse Registry Check, to be produced prior to commencing employment.

To apply for this position, please email your resume and cover letter to dcsp@dcsp.ca by April 12, 2024, with subject line: *Manager of COAR*

We thank all that apply, however, only candidates selected for an interview will be contacted.