



Job Opportunity

The **Downtown Community Safety Partnership (DCSP)** is a made-in-Winnipeg approach to creating a safer and more welcoming downtown through the availability of cohesive support and non-emergency response to those in the community in need of support and assistance. The DCSP is committed to being a proactive downtown presence, providing prevention and outreach focused on long-term solutions, and to delivering a continuum of care that will help to effect significant change for individuals and the entire downtown community.

Clean Slate Team Lead & Case Coordinator (One Year Term)

Anticipated Start Date – June 30, 2024

FTE: 1.00

Anticipated Shift: Days

Daily Hours Worked: 7.5

Posting End Date: June 7, 2024

Salary: \$ 46,800.00

Location: 190 Disraeli Fwy

We are currently seeking a compassionate and dedicated Clean Slate Team Lead & Case Coordinator to join our team. The Clean Slate Team Lead & Coordinator will play a fundamental role in providing leadership, direction, motivation, and support to the Clean Slate team members. The successful candidate will also play a crucial role in providing personalized support and guidance to individuals seeking to transition away from gang involvement or who have been involved with the justice system. This role involves working closely with clients to address their diverse needs, including obtaining stable housing, accessing health services, securing identification, employment, and connecting with community resources.

The incumbent will act in accordance with the Core Guiding and Service Principles of the Downtown Community Safety Partnership and will be a passionate and driven individual, valuing diversity.

KEY RESPONSIBILITIES

Leadership

- Lead and oversee Clean Slate members to ensure position duties, responsibilities, policies, protocols, and deliverables are being met and achieved.
- Provide coaching and guidance for assigned staff members.
- Incorporate a supportive and positive teamwork mindset in the execution of work for Clean Slate team members.
- Oversee time-off request forms and monitor staff attendance.
- Represent the Clean Slate Team in internal DCSP meetings as required.
- Collaborate with other leadership peers of DCSP to ensure smooth communication and daily operation expectations are met.
- Recommend new program ideas, collaborations, events, professional development training, etc. to the Manager of Clean Slate.
- Assist the Manager of Clean Slate in ensuring statistics are accurately compiled by staff and submitted on a timely basis.
- Ensure the Clean Slate team incorporates the Core Service Principles of the DCSP into their work.
- Ensure the Clean Slate team members follow DCSP protocols.
- Documenting and reporting all staff-related personnel issues to the Manager of Clean Slate. Assist the Manager of Clean Slate in matters pertaining to human resources activity.
- Assist in matters pertaining to professional development and training activities as required.
- Adhere to all policies, rules, regulations, and guides listed in the Human Resources Manual established by the DCSP.
- Additional duties may be assigned.

Case Management

- Support participants by providing case management and connecting them to social services agencies.
- Develop individualized service plans in collaboration with participants.
- Act as an advocate for the current needs of participants.
- Liaise to build positive working relationships with social service agencies in the community.
- Proactively identify barriers that restrict participants.
- Transport participants to various appointments.
- Proactively share participant progress with team members, managers and participants themselves on a regular basis.
- Support participants who are facing risk of eviction in mediating their current tenancy or finding alternate housing prior to becoming evicted.
- Maintain updated housing resources for participants, DCSP staff, other service providers and community members.

- Provide various levels of crisis intervention as required.
- Discuss and plan for harm reduction methods with participants.
- Complete educational sessions to stay up to date on training, practices, and philosophies in the social services field.
- Maintain accurate and confidential electronic and file records in a timely manner.
- Other duties as assigned.

QUALIFICATIONS:

- Post-secondary educational background in Social Services or related discipline considered an asset. Related work experience is also considered.
- Minimum one year experience in leading a team.
- Experience in Crisis Counseling and Outreach is considered an asset.
- Proven experience with direct engagement with the vulnerable sector.
- Knowledge and understanding of harm reduction frameworks.
- A desire and passion to work with a multi-barrier and underserved population.
- Excellent interpersonal, team building, problem-solving, advocacy, and communication skills.
- Understanding of issues related to justice/gang involvement.
- Understand the importance of trauma-informed and culturally appropriate bases for care.
- Ability to work independently as well as part of a team.
- Detail-oriented with strong organizational skills.
- Ability to use sound judgment while working under demanding conditions and circumstances.
- Strong computer skills and knowledge of Excel, Word, Outlook, Internet, etc.
- Ability to perform physical duties, including but not limited to standing and being on foot for a period of time.
- Certification in First Aid, Mental Health First Aid, ASIST, and/or NVCI is an asset.
- Valid class 5 Manitoba Driver's License
- Must be available to workdays and occasional weekend. This is subject to change.
- 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 June 7, 2024, with subject line:

CLEAN SLATE TEAM LEAD & CASE COORDINATOR Application

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

The Downtown Community Safety Partnership is committed to Employment Equity. Applicants should identify if they require accommodation during the competition process on a confidential basis.