



<https://onionlakehealth.org/careers/coordinator-2/>

Coordinator

Description

The Pre-Treatment Coordinator will be responsible for the operations and supervision of the overall home, including staff and clients. Other responsibilities will include health and safety management for all staff and clients, including sanitation and upkeep of the facility, providing staff with appropriate training, preparing operational reports; ensuring all clients adhere to the rules of the shelter and attending mandatory programming.

Responsibilities

- Responsible for the training, supervision of employees, providing regular, on-going feedback and support.
- Address employee and client problems and grievances.
- Conduct and participate in meetings with staff to review procedures, discuss workplace issues and share ideas to improve care.
- Develop programs and regularly review operational procedures.
- Supervise the evaluation of health of current and incoming clients.
- Provide emergency consultation to staff.
- Carry out a daily inspection of the facility.
- Monitor safety compliance of staff and clients.
- Maintain files, records and statistics.
- Maintain controlled substance records.
- Develop, review and maintain standard operating procedures for day-to-day activities.
- Monitor shelter revenue and expenses in relation to annual budget.
- Assist the Facility Manager with the preparation of the annual budget.
- Oversee all inventories and ordering of supplies and equipment.
- Develop and maintain cooperative work relationships with other community agencies and organizations.
- Support and encourage public education and provide media representation as required.
- Adhere to guidelines established in the Policy & Procedure Manual, including the reporting of any abuse or other unacceptable treatment.
- Must always use discretion and good judgment to ensure the good reputation of the organization.
- Other duties as assigned.

Qualifications

- Post-secondary diploma/degree in Mental Health & Addictions or related field; or a combination of experience and training.
- 2-4 years' experience in management or a supervisory role.
- Knowledge of decision-making techniques, skill in mediating disputes, conflicts and grievances.
- Demonstrated computer literacy and record keeping skills, as well as reporting knowledge.
- Knowledge of fiscal and budgeting practices and procedures.
- Clear Drivers Abstract, Criminal Record Check and Vulnerable Sector

Hiring organization

OLHBI

Employment Type

Full-time

Date posted

05/05/2026

Valid through

26.05.2026

Check.

- Experience working within a First Nations Community.
- Strong Understanding and Knowledge of First Nations History, Culture, Traditions and Ceremony.
- Excellent verbal, written and presentation skills.
- Ability to work independently and as part of a team

Contacts

DEADLINE DATE: May 26, 2026

Only qualified applicants will be contacted for an interview.

Interested applicants, who meet the qualifications as listed above, must submit:

1. Cover letter
2. Current resume with dates specified
3. LIST of three Supervisory references with phone numbers
4. Vulnerable Sector Check/Clear Criminal Record Check
5. Drivers Abstract

Attention to: Human Resources

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