



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

Coordinator

Description

The Coordinator is responsible for ensuring service delivery is effective, efficient and based on policies and procedures. The coordinator will provide on-site leadership to staff, ensure the employees have the training and orientation to effectively complete their duties and that standards are adhered to. The coordinator will work cooperatively with staff, management and community partners to ensure the clients are maintained in a safe, supportive and productive environment.

Responsibilities

- Implement and maintain policy, procedures and standards.
- Assist in hiring, orientation, discipline and train staff.
- Complete employee performance reviews/evaluations.
- Provides supervision to all employees.
- Ensure training is consistent with the needs of the staff and clients.
- Ensure the needs and best interest of clients are met.
- Assist in the development and monitoring of Individuals Program Plans.
- Develop and Maintain relationships with partners and other departments.
- Develop, monitor and manage program budget and expenditures.
- Other duties as assigned.

Qualifications

- Diploma or degree in Human Services, Social Work, Disability Studies, Psychology, Social Services or related field.
- Minimum 2-3 years' experience working with adults with intellectual, physical, behavioral, or developmental disabilities.
- Previous leadership, supervisory, or program coordination experience.
- Strong knowledge of person-centered care and supported living practices.
- Strong understanding of First Nations Culture, History and Traditions.
- Previous experience working in a First Nations Community.
- Training in crisis intervention, behavioral support, or trauma informed care.
- Medication administration training.
- Experience with staffing coordination, onboarding and employee coaching.
- Demonstrated computer literacy and record keeping skills, as well as reporting knowledge.
- Knowledge of fiscal and budgeting practices and procedures.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Excellent verbal, written and presentation skills.
- Excellent teamwork and team building skills; Good training, coaching, and mentoring skills are essential
- Familiar with accreditation standards and policies.
- Valid Class 5 Driver's License.

Hiring organization

OLHBI

Employment Type

Full-time

Date posted

26/08/2026

- Must obtain a clear Criminal Record Check & Vulnerable Record Check.

Contacts**DEADLINE DATE: Until filled**

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 current references with phone numbers
4. Vulnerable Sector Check/Clear Criminal Record Check
5. Drivers Abstract

Attention to:

Human Resources

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