



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

Coordinator

Description

Coordinator will be responsible for the management and supervision of the overall operations of the Emergency shelter, 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 attend mandatory programming.

Responsibilities

- Responsible for the training, supervision, promotion, discipline, and termination of employees, providing regular, on-going feedback and timely evaluations; Encourage and facilitate continuing education of workers.
 - Address employee and client grievances.
 - Conduct and participate in meetings with staff to review procedures, discuss workplace issues and share ideas to improve care.
 - Supervise the evaluation of health of current and incoming clients; Provide emergency consultation to staff.
 - Carry out a daily inspection of the shelter to ensure that work is accomplished, and the facility is sanitary.
- Monitor safety compliance of staff and clients. Supervise all worker assignments and schedules.
- Maintain files, records and statistics; Maintain controlled substance records.
 - Develop, review and maintain standard operating procedures for day-to-day activities carried out in the Shelter.
 - Monitor revenue and expenses in relation to annual budget; Assist the Executive Director with the preparation of the annual budget.
 - Oversee all inventories and ordering of supplies and equipment and ensure that appropriate quantities of all supplies are on hand at all times.
 - Regularly inspect shelter property for needed repairs and maintenance and secure contractors as necessary to maintain buildings and grounds; Negotiate and establish contracts with vendors.
 - 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.

Qualifications

- Valid Driver's License, Driver's abstract, Criminal Record Check and Vulnerable Sector Check.

Hiring organization

OLHBI

Date posted

02/10/2026

- Post-secondary diploma/degree in Addictions and/or management; or equivalent; or a combination of experience and training.
- 2-4 years' experience in management.
- Knowledge and awareness of homelessness and its potential impact on clients and their families.
- Ability to provide compassionate, respectful, non-judgmental, and culturally competent care to the vulnerable population.
- Must demonstrate appropriate communication during difficult, high stress and/or emotional situations.
- First Aid and CPR certification.
- Knowledge of decision-making techniques, skill in mediating disputes, conflicts and grievances.
- Knowledge of fiscal and budgeting practices and procedures.
- High level of critical and logical thinking; Excellent verbal, written and presentation skills.
- Must have a strong working knowledge of MS office programs.
- Ability to deal with emergency situations related to health, safety and addictions.
- Knowledge of First Nations history, traditions and culture.
- Excellent teamwork and team building skills; Good training, coaching, and mentoring skills are essential.

Contacts

DEADLINE DATE: October 23, 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 current references with phone numbers
4. Vulnerable Sector Check/Clear Criminal Record Check
5. Drivers Abstract

Attention to:

Human Resources Phone: (306) 344-2330 ext. 2238

Fax: (306) 344-2357

E-Mail: careers@onionlakehealth.org

Mail: PO Box 70 Onion Lake, SK S0M 2E0