



<https://onionlakehealth.org/careers/program-coordinator-youth-and-child-group-home/>

## Program Coordinator – Youth and Child Group Home

**Hiring organization**  
OLHBI

### Description

The Group Home Coordinator will be responsible for providing leadership in the delivery of care for Youth and Children in a group home living environment. The Group Home Coordinator will be required to work closely with management and other colleagues to assist in the development, implementation and maintenance of new policies, procedures and initiatives, with daily responsibility for staff scheduling and office operations.

**Employment Type**  
Full-time

**Reports to: Group Home Manager**

### Responsibilities

- Assist with the Planning, development, implementing, coordinating, and evaluating the delivery of the program.
- Oversee Orientation, scheduling, supervision, and performance management of all group home staff.
- Plan agenda and conduct monthly staff meetings and attend monthly agency wide meetings.
- Coordinate coverage of shifts when staff are sick or scheduled to be away; filling casual vacancies as required in accordance with established procedures.
- Ongoing communication with clients' families and/or government agencies.
- Assist with Budgeting and procurement for the group home supplies, including maintenance, and groceries, including being responsible for petty cash fund and receipts.
- Understand and use correct reporting procedures for serious or unusual incidents.
- Maintain current knowledge and practice of occupational health and safety regulations, fire safety and other emergency policies and procedures.
- Direct staff to follow policies and procedures; collaborated with the Ministry of Social Services, Child Family Services, and Children's Advocate agencies to provide quality care to clients.
- Provide training and maintain staff training records
- Provide support and guidance for front-line staff.

### Qualifications

- Social Work Degree or a related degree in the Human Services Field.
- At least two years of Management experience.
- At least two years of Supervisor experience.
- Ability to manage finances and budgets.
- Strong leadership skills and ability to support employees.
- Ability to work with children/infants and their families.
- Excellent communication skills, both written and oral.

### Contacts

**DEADLINE DATE: November 8, 2024**

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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