



Formerly known as
Homestead Christian Care

1430 Main Street East
Hamilton ON L8K 1C3

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Job Description
Summer 2019 Community Coordinator
Multiple Positions and Locations (Hamilton, Woodstock, and Simcoe)
All positions subject to approval by Service Canada – Canada Summer Jobs.

Our Mission: Indwell creates affordable housing communities that support people seeking health, wellness and belonging. The community coordinator works to support tenants in connecting to community resources and events.

Duties:

1. Directly Supporting Individuals

- 1.1. Engage tenants in the active process of assessing health, wellness, and belonging. This will be done through community research and engagement. The community coordinator will work alongside community council determining options, will identifying potential barriers for tenants, and develop appropriate solutions based on tenant input.
- 1.2. Support tenants' participation in cultural, spiritual, recreational, leisure, educational, and social activities.
- 1.3. Reinforce tenants' life skills and social and community skills.
- 1.4. Arranging and coordinating all aspects of summer activities which may include: community activities/events, gardening, sports and recreation activities, arts and crafts, outings and trips.
- 1.5. Documentation of events, including program planning, tracking of participants, evaluation of events.
- 1.6. Develop therapeutic relationships.
- 1.7. Other duties as assigned.

2. Health, Welfare and Safety Practices

- 2.1 Ensure own health and safety and that of tenants, co-workers and others by adhering to health and safety standards.

3. Documentation

- 3.1 Complete required reports in a timely manner in accordance with policy and procedures.
- 3.2 Perform administrative tasks as assigned, submitting receipts and financial records.
- 3.3 Enter information about tenant interactions into the data system as required.

4. Participation and Commitment to the Team

- 4.1 Attend and actively participate in team meetings and other agency meetings as required.
- 4.2 Maintain written and verbal communication.
- 4.3 Demonstrate positive relationships within the Indwell team.

4.4 Promote and demonstrate the vision, mission and values of Indwell within the workplace and the community.

4.5 Attend and participate in all required training.

5. Qualifications:

1. Committed to modeling the standards set out in the organization's mission statement, code of conduct and other operating standards and policies.
2. Demonstrates a genuine interest in providing quality care for individuals living with mental illness, chronic conditions and physical disabilities.
3. Ability to work independently, be flexible, organized, responsible, and take initiative.
4. Ability to maintain excellent interpersonal relationships.

Remuneration: \$14/hour; hours and position length subject to approval of Service Canada – Canada Summer Jobs.

To apply: Please send cover letter, résumé and completed application (found on website under “Canada Summer Jobs”) to Clarence Beeksma, Human Resources Manager. Email: hr@indwell.ca. Alternatively, you can fax all three pieces to 905-529-0355. We thank all applicants; however, only applicants that are being considered will be contacted.

Personal information submitted will be used only for employment opportunities within Indwell in accordance with the Freedom of Information and Privacy Act.

Accommodation will be provided in all parts of the hiring process as required under Indwell's Employment Accommodation policy. Applicants need to make their needs known in advance.

Indwell exists to provide hope and homes for all. Its supports and services are open to people from every creed, race, ethnicity, sex, ability, sexual orientation, and gender identity. Indwell engages with diverse communities: we actively identify and remove barriers that prevent people from accessing and participating in our services.