

PROGRAM COORDINATOR

Competition # PC 26-041

Scotia CSU

Permanent, Full-Time, 80 Hours Bi-Weekly / 1.0 FTE: Days

Our ideal team member is passionate about making a difference and is committed to empowering the young people we support. If you join our team, you can expect a challenging, rewarding and fulfilling career.

The Program Coordinator operates a unit or program for children/youth in Child and Family Services care. Responsible for staff who are on site 24 hours a day, seven days a week to provide structure and guidance, the goal of the placement is to provide a stable, safe, and supportive environment for those staying within the program/unit, while also allowing them to integrate into the community. Program Coordinators demonstrate strong initiative, excellent problem-solving skills and the ability to be creative while managing multiple priorities.

Duties and Responsibilities:

- Develops, implements, monitors and evaluates the operations of the unit/program, ensuring compliance as per licensing requirements, agency policies and procedures, and best practices for client-centred care within a safe and therapeutic milieu.
- Oversees and supervises the activities of staff, including but not limited to hiring, onboarding, training, directing, and monitoring staff. Responsible for staff scheduling to ensure proper coverage is maintained at all times and will fill in “on the floor” for vacant shifts as required.
- Evaluates employee performance, conducting regular supervisions and initiating disciplinary actions when needed, with the support of Human Resources where required.
- Monitors the status of required staff licenses and certifications.
- Maintains records on program activities and other pertinent information, prepares a variety of operational and business reports, and associated correspondence.
- Acts as a liaison within multi-disciplinary teams, both internal and external to the agency, regarding client needs and services, youth-focused activities such as appointments with clinicians, CFS Social Workers, medical appointments, etc.
- Oversee the facilitation of specific therapeutic intervention (i.e. psychotherapy, behavioural modification, cognitive behavioural, group therapy, etc.) at the direction of the clinical and/or medical team.
- Prepares and manages budget, monitors and tracks expenditures, including grocery purchases.
- Monitors inventory of required items such as personal protective equipment, medications, etc. and requests/purchases authorized supplies and equipment.
- Guides and facilitates the implementation of strategies such as planned daily activities, coordinated treatment interventions, structured environments, and organized recreational and social activities.
- Develops an awareness of each child's individual psychological, educational, physical, spiritual, and social needs and actively promotes these on behalf of the child.
- Engages in behaviour management, intervening in crisis situations, according to the guidelines and framework of Marymound's policies and procedures, the youth's safety plan, NVCI and ASIST.
- Demonstrates an active commitment towards professional growth and advancement through participation in training, workshops, etc. and the ability to flexibly and creatively adapt work to maintain best practices.
- Participate in treatment reviews and team meetings to provide information regarding client progress.
- Facilitates and participates in staff and coordinator meetings to discuss program concerns, clinical treatment issues and unit/program management.
- Actively participates in fire and disaster safety response and prevention duties in accord with policy and licensing standards.
- Other duties as assigned.

Qualifications:

- Certificate/diploma in Child & Youth Care, or applicable post-secondary education (i.e. social work, psychology, counselling, etc.) is preferred – a combination of education and experience may be considered.
- Minimum of one year supervisory or team lead experience, including scheduling in a 24/7 environment.
- A minimum of four years of working experience providing physical, psychological, and social support to at-risk youth or other vulnerable populations from a trauma-informed perspective is required.
- Must be familiar with the developmental, educational, emotional, social and recreational needs of children and youth.
- Knowledge and experience in issues and supports related to addictions, harm reduction strategies, and sexual exploitation are essential.
- Demonstrated understanding of issues impacting youth presenting with mental health and developmental needs.
- Experience working from a trauma-informed perspective is preferred.
- Knowledge of planning, implementation and evaluation of client treatment plans.
- Must be comfortable and competent in crisis de-escalation and behaviour management.
- Comprehensive knowledge of children/youth services and resources available in the community.
- Valid First Aid/CPR is required.
- Mental health/crisis training certifications, including NVCI (Non-Violent Crisis Intervention) and ASIST (Applied Suicide Intervention Skills) would be considered an asset.
- Valid class 5I (Intermediate) driver's license, and satisfactory driver's abstract.
- Satisfactory Criminal Record and clear Vulnerable Sector checks.
- Clear Child Abuse Registry and satisfactory Prior Contact checks.
- Knowledge of Indigenous culture, or willingness to learn, including participating in cultural practices, programming and ceremonies alongside youth.
- Strong written and oral communication skills.
- Must be available to work flexible hours as required, including an on-call rotation.
- Proficient in computer knowledge and experience with Microsoft Office software.
- Physically able to perform the duties of the job.

Marymound offers competitive salaries, comprehensive benefits and pension package for qualified positions, opportunities for growth and advancement, professional development opportunities, wellness programming, access to Elders and Indigenous Cultural Services and much more!

We are committed to building a diverse, inclusive, and equitable workplace. We welcome applications from individuals of all backgrounds, and we strongly encourage First Nations, Métis, and Inuit candidates to self-identify in their cover letters.

*We thank all who apply and advise that only those selected for further consideration will be contacted.
Employment opportunities are advertised on our website: www.marymound.com*

Request for reasonable accommodations will be made available for those who may be affected by a barrier in respect of the materials or activities used in the assessment or selection process.

Salary Range:

A8 \$23.38 - \$28.44

Close Date:

April 30, 2026, by 11.59 PM

Internal Applicants: Submit 'Internal Application Form' with cover letter and current resume

External Applicants: ***Please include a cover letter outlining your interest in this position and how your skills and experience make you a strong fit for Marymound, along with your résumé and references, and submit your application to:***

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E-mail: careers@marymound.com