

## **Skills Development & Programming Coordinator Job Description**

The Skills Development Worker is responsible for the facilitation of a skills development program within the Drop-In and Emergency Night Shelter for women who live in the Downtown Eastside of Vancouver. She will ensure the recruitment, orientation, training, and scheduling of program participants. She will work in collaboration with DEWC staff to develop and implement planning for the Skills Development Program to meet the needs of the organization and the participant members.

Reporting directly to the Specialized Services Manager, the Skills Development Worker will work in collaboration with other DEWC staff to promote integrated services to women. She will work from a feminist perspective and within an anti-oppression framework.

### **Volunteer Programming**

Coordinates on all aspects of Skills Development Program for both Drop-In and Emergency Night Shelter location. Recruits DTES residents and centre members for the program. Organizes a monthly volunteer gathering for support, scheduling and problem solving. Organizes special events including x-mas dinner, staff appreciation and summer bbq. Provides information, training, referral, and support to the Skills Development program participants

### **Outreach and Liaison**

Supervises community service volunteers, incentive programs, and community program hours. Facilitates practicum students and community placements working with social service organizations and/or educational institutions. Develops and maintains links with other community agencies that work support skills development and attends meetings and community events as appropriate. Facilitates volunteer/student contact with specialized services or other DEWC programs as necessary.

### **Education and Programming:**

Coordinates out of area volunteers to support Centre programming including special events.. Oversee and ensures point of contact for on-going in-centre programs such as sewing groups, beading, etc. Develops and facilitates educational workshops and programs

### **Administration:**

Ensures funder reports accurately reflect contract requirement. Provides quarterly activity reports to the Management Team. Provides statistics and relevant data that will support fundraising activities.

### **Organization:**

Attends and participates in weekly staff meetings, staff development sessions. Participates in hiring committees, evaluations, and on committees as required.

### **Training:**

Engage in training and workshops that are relevant to the job and where the information is beneficial to the women in the DTES.

## **Required Qualifications:**

Minimum 5 years related experience working with low-income women, at least 2 years in a women serving or inner city drop-in environment

Must have a strong working knowledge and analysis of the issues impacting women in the dtes, including violence against women, mental health, homelessness, and addictions

Candidate must work from strong feminist analysis and within an anti-oppression framework

Understanding of and practices a trauma informed care response when working with women

Efficient organizational skills including record keeping, scheduling, and problem-solving abilities

Demonstrated administrative skills, including report writing.

Demonstrated computer and IT aptitude

Skilled in program facilitation and development as well as working in partnerships with allied service providers

Strong conflict resolution skills and practice

Demonstrated crises intervention training and experience

Experience providing assisted referral as well as familiarity with support services, agencies and community resources in the Downtown Eastside

Excellent communication skills required, including the ability to work in a respectful and cooperative manner with co-workers, and centre members

Ability to work within a chaotic environment and with a diverse community of women

A First Aid certificate is required

Candidate must undergo a criminal record check

Women with addiction issues, need to be at least 2 years clean and sober

Position reports to: Specialized Services Manager