



## JOB DESCRIPTION

JOB TITLE:	Resource Coordinator
EMPLOYMENT TYPE:	Full Time, Permanent
HOURS PER WEEK:	40
REPORTS TO:	Riverwood House Director

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### JOB OVERVIEW:

The Riverwood House Resource Coordinator identifies and sources existing community resources needed to support Riverwood House participants in their recovery journey. They also support the Riverwood House Team by identifying and arranging professional development opportunities.

### RESPONSIBILITIES:

- Contributes to the creation and maintenance of a supportive, nurturing, safe and sober living environment for all participants.
- Identifies existing community resources and facilitates implementation into supporting Riverwood House participant recovery journey.
- Identifies support resources for applicants as they await placement.
- Builds positive relationships and networks with community agencies and service providers.
- Together with the Human Resources Director, identifies professional development opportunities for the Riverwood House Team (workshops, conferences etc.).
- Updates My Recovery Plan Resource Library. Develops and maintains a physical resource library (helpful books etc.).
- Provides administrative support for the My Recovery Plan tool.
- Provides education for Riverwood House Team as required.
- Arranges and facilitates participant workshops (life skill and recovery focused).
- Together with the Riverwood House Community Outreach Worker, develops and implements a Family Support Program for family and friends of Riverwood House participants.
- Develops, leads, and oversees Riverwood House Volunteer Program.
- Coordinates in-house AA Meeting.
- Develops Peer Mentor training program.
- Assists with the re-establishment of Finding Freedom together with REACT-Winnipeg.
- Assists Community Outreach Worker in connecting resources to transitioning participants.
- Together with the Social Services Team and Community Outreach Worker, develops an employment program.
- Identifies language support programs and services.
- Researches and applies leading and best practices in addictions recovery programming.
- Works with Social Services Team on ongoing Riverwood House program development and evaluation.

KEY COLLABORATORS:

- Riverwood House Social Services Team (Director, Navigators, and Recovery Support Specialist)
- Community service providers and agencies
- Riverwood House Participants
- Riverwood House Participant applicants (on wait list)
- Riverwood House Participants who have transitioned to community
- Riverwood House Community Outreach Coordinator
- Riverwood Human Resources Director
- Riverwood Connections Director

QUALIFICATIONS:

- Post Secondary Diploma or Degree in Health Related Social Sciences. Other relevant educational qualifications and experience may be considered.
  - Related experience in addiction supports and mental health supports a strong asset.
  - Related experience with training and/or adult education would be an asset.
  - Demonstrated ability to work in a culturally informed manner.
  - Demonstrated excellence in communication, interpersonal and organizational skills.
  - If in recovery, must have maintained a minimum continuous sobriety of two years and participate in an active recovery program.
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OTHER:

Riverwood House is a program of Riverwood Church Community. As such, employees should be supportive of Riverwood's Statement of Faith, Mission, Vision, and Values.

STARTING WAGE: \$20.00- \$23.00 depending on qualifications

TO APPLY: Resume and cover letter may be sent via email to [humanresources@riverwood.cc](mailto:humanresources@riverwood.cc)

CLOSING DATE: When position filled.