



JOB DESCRIPTION

JOB TITLE:	Administrative Coordinator
EMPLOYMENT TYPE:	Full Time
HOURS PER WEEK:	30
REPORTS TO:	Riverwood House Director

JOB OVERVIEW:

The Riverwood House Administrative Coordinator ensures that the logistical aspects of Riverwood House run smoothly. They support the Riverwood House Social Services Team as required. They ensure that all documentation is complete and accurate, taking the lead in meeting all regulatory standards and requirements.

RESPONSIBILITIES:

- Contributes to the creation and maintenance of a supportive, nurturing, safe and sober living environment for all participants
- Is the primary point of first contact for people seeking information about Riverwood House
- Ensures all participant documentation is accurately completed in a timely manner and stored in accordance with privacy requirements. This includes Residency and Program Agreements, Confidentiality and Consent Forms (as required by PHIA), Participant Contact Sheet Information, Drug Screening Records etc.
- Receives, scores, files Intake Referral Forms (initial intake process step)
- Ensures that Riverwood House meets regulatory Standards as set by Shared Health. Arranges for periodic audits to confirm compliance
- Assists with policy compliance, including Riverwood Church Community policy requirements
- Liaises with government staff and other community organizations regarding benefits as required (eg. Employment and Income Assistance, Canada Manitoba Housing Benefit, food banks, recreation facilities, transport etc.)
- Provides direction to Housing Support Workers that includes ordering of all supplies such as; food stock, items for suites, office supplies
- Systematically collaborates with Housing Support Workers and participants to ensure the completion of community chores
- Performs general reception duties, responding to and forwarding phone calls and information based emails as needed
- Performs other administrative work as needed (printing, filing, minutes, updating/creating documents, access card maintenance etc.)

KEY COLLABORATORS:

- Riverwood House Social Services Team (Director, Navigators, and Recovery Support Specialist)
- Riverwood Church Community Human Resources and other departments as required
- Eden Housing Support Workers
- Red River Group Property Management

QUALIFICATIONS:

- Completion of Secondary School. Other relevant educational qualifications and experience may be considered.
 - Strong computer literacy skills (including Word, Excel, email etc.), preferably in a Mac environment. Able to quickly adapt to new software applications.
 - 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.

TO APPLY: Resume and cover letter may be sent via email to humanresources@riverwood.cc

CLOSING DATE: When position filled.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not to be construed as a complete list of all responsibilities, duties and skills required of the individual. All hired staff may be required to perform duties outside of their normal responsibilities from time to time, as needed