

Position: Coordinator – Inclusion Services

Department / Agency: Youth and Family Engagement

Type of Position: Full-time

Languages: English / French

Supervisor: Director, Youth and Family Engagement

Category: Coordinator

Supervision: Program facilitators

Job Summary:

Reporting to the Director of Youth and Family Engagement, and in accordance with the YM-YWHA's strategic plan, the successful applicant is responsible for continuing the smooth operation of all inclusion programs within the Youth & Family Engagement Department. This includes the development of services and programs for the special needs population, social and recreational programs for individuals of all ages with intellectual, emotional and cognitive disabilities and mental health issues, as well as the oversight of special needs referrals and memberships.

Mandate:

- Candidate must be available to work part-time (approx. 30 hours per week) from January - May, 2020 and full-time from June to August.
- Monitor income and expenses, prepare time sheets and collect fees to ensure conformity with approved budget.
- Plan and manage programming that supports the inclusion of clients of all abilities into the YM-YWHA.
- In coordination with the department Director, review, modify and develop program content and oversee implementation.
- In coordination with department Director, recruit, hire, train, evaluate, and supervise part time staff and volunteers (where applicable) to animate department programming as needed.
- Develop and maintain an open and cooperative relationship with parents, guardians, group home supervisors; keeping them informed of program content, participants' progress etc.
- Coordinate adaptive transit where applicable.
- Incorporate Jewish culture, traditions and holiday celebrations into programming where appropriate.
- In coordination with department Director, manage outreach and actively recruit participants by developing and maintaining relations with social service providers such as Centre Miriam, local CSSS's, and other agencies dealing with special needs clientele (schools, etc...)
- In collaboration with the Marketing department, develop outreach efforts to promote enrolment in all programs.
- In collaboration with department Director establish, conduct, and analyze program evaluations including but not limited to surveys, questionnaires, focus groups, etc.
- Order and maintain approved equipment and supplies; Carry out any other related tasks as they arise.

Candidate profile:

- Minimum Bachelor's degree Education, Inclusive Education or Social Work or related field
- At least 2-3 years' experience working directly with individuals of all ages with cognitive disabilities. Experience in mental health an asset.
- Knowledge of, and/or experience with, the Montreal Jewish community an asset.
- Excellent communication and writing skills in English and French (bilingualism an asset).
- Excellent computer skills, including proficiency in Microsoft Word, Outlook, Excel, and PowerPoint.

Application process: Interested candidates are invited to submit their resume along with a cover letter by February 20, 2020 to hrsearch@ymywaha.com.