



Port Alberni Branch

**Do you want to make a difference through your work?**

**Do you believe that each member of a community deserves support, inclusion, empowerment, compassion, responsibility, respect and social justice?**

At **Canadian Mental Health Association (CMHA)** in Port Alberni, we know that we make a difference in our community. Here are just some of those impacts:

<https://www.alberniavalleynews.com/community/port-alberni-to-hold-lantern-walk-for-suicide-awareness/>

<https://www.facebook.com/CMHAPA/posts/3504088119607173>

CMHA Port Alberni is looking for a **Residence Coordinator** to join our team. This position will create a safe and welcoming home for tenants with mental illness and/or addictions, following psycho-social rehabilitation principles. The position is critical to the success of this housing initiative as it provides supervision of a staff team and oversight of all operations in a mental health home that provides day to day social support, as well as care, maintenance, and security functions for the home and grounds.

If you enjoy variety in your work, and want to make a difference in our community, this job may be just the right fit. See below for a full job description.

Founded in 1918, the Canadian Mental Health Association (CMHA) is a national charity that helps maintain and improve mental health for all Canadians. As the nation-wide leader and champion for mental health, CMHA promotes the mental health of all and supports the resilience and recovery of people experiencing mental illness.

The Canadian Mental Health Association – Port Alberni Branch is dedicated to providing programs and services that foster individual growth and promote mental wellness, leading to the development of strong families and a healthy community.

**At the Canadian Mental Health Association Port Alberni, we don't just accept difference, we celebrate it. We are committed to creating an inclusive environment for all employees.**



Port Alberni Branch

**CANADIAN MENTAL HEALTH ASSOCIATION  
PORT ALBERNI BRANCH**

- DATE POSTED:** December 2, 2024
- POSITION:** **Residence Coordinator**  
Permanent Full Time  
Monday to Friday 8:00am – 4:00pm
- WORK AREA:** Port House
- WAGE:** \$32.49 starting wage – Grid 35 Community Subsector Agreement (CUPE)
- JOB DESCRIPTION:** The Residence Coordinator oversees the day to day operation and maintenance of a four bed resource within the Assisted Living Registry, by performing duties such as adhering to policies and procedures, supervising staff, and ensuring residence maintenance and safety.
- Processes, intakes, and orientates new tenants, ensuring all necessary paperwork is complete. Coordinates tenant move in/move outs. Issues warning letters and eviction notices and participates in Residential Tenancy Dispute Resolution hearings as required.
  - Supervises staff and performs duties such as; scheduling, assigning work, providing feedback, orienting new staff, timekeeping, and attendance records. Resolves staff problems and maintains staffing levels. Supervises practicum students as needed.
  - Participates in case planning, referrals, and/or liaison with case managers, health care providers, community partners, and other external client focused agencies
  - Assists in the preparation of the budget, monitors expenditures, maintain records, reports, and all computer systems, following professional standards. Responsible for payroll, rent collection, invoices, petty cash, canteen system. Ensures all tenant, financial, reporting, and program documentation is complete, timely, and filed as required.
  - Advocates for clients by problem solving re: financial assistance, accessing community resources, crisis intervention, tenant disputes
  - Ensures the maintenance, cleanliness, and safety of the residence, including pest control. Ensures that the inventory of supplies is maintained
  - Performs other related duties as assigned

**REQUIRED QUALIFICATIONS  
AND CONDITIONS OF  
EMPLOYMENT:**

- Diploma or higher in Social Services, or a related field
- Recent psycho-social rehab, mental health related experience of two years full time, or an equivalent combination of education, training, and experience
- Supervisory experience of two years full time
- Class 5 BC Driver's License
- CPR and Standard First Aid, Naloxone training
- Food safe, WHMIS
- Clear criminal record check

**COMMENCEMENT DATE:**        **ASAP**

**PLEASE SUBMIT RESUME and COVER LETTER TO:**

**KIEFER, EXECUTIVE DIRECTOR  
CMHA-PA 3178 2<sup>nd</sup> AVENUE  
PORT ALBERNI, B.C. V9Y 4C3  
katrina.kiefer@cmhaportalberni.ca**