

Job Title:	Program Coordinator 1 (PC1)
Classification/Benchmark:	Program Coordinator 1
Grid Level:	12

Responsible To

The Program Coordinator 1 (PC1) shall report directly to NACL administrative staff as follows:

Staffed Homes:	Director of Operations
Community Inclusion Programs:	Director of Community Services
Employment Programs:	Director of Person Centered Practices/Employment Services

In the absence of their Supervisor, the PC1 shall report directly to the Deputy Executive Director.

Job Summary

The Program Coordinator 1 (PC1) plans, implements, and oversees the day-to-day activities of a program. Participates in program development, policies and procedure formulation, program evaluation, and budget preparation.

Responsibilities

1. Plans and implements activities and special events for a program.
2. Oversees the day-to-day operation of the program by ensuring that the necessary facilities and equipment are in place, program guidelines and policies are adhered to, and program standards and licensing requirements are met.
3. Recruits, selects, dismisses, orients, trains, monitors, and provides support to program volunteers.
4. Makes recommendation to the Supervisor regarding program development, policy and procedure formulation, and program evaluation.
5. Promotes public awareness of and support for the program by performing duties such as producing promotional materials and attending community events.
6. Liaises with community service providers and other professionals to coordinate service provision, facilitate referrals to the program, and represent the organization or program in external events.
7. Monitors and authorizes program expenditures and maintains financial records in accordance to established procedures. Provides input to the Supervisor in the preparation of the program budget.
8. Maintains related records and statistics and produces reports as required.
9. Performs other related duties as required.

Qualifications

- Education and Knowledge:
 - Diploma in a Human/Social Service related field.
- Training and Experience:
 - Two (2) years recent related experience or an equivalent combination of education, training, and experience.

Conditions of Employment

- Valid BC Driver's License (Class 4 Unrestricted, where applicable).
- Criminal Record Search upon commencement of employment and every five (5) years thereafter, providing clearance to work with vulnerable persons.
- TB test with a negative result (per the Residential Care Regulation).
- Flu shot or preventative measures as mandated by the Ministry of Health – Community Care Licensing.
- COVID-19 vaccinations as mandated by Public Health Order.
- A vehicle with business insurance (business insurance must be obtained by employees who as a requirement of their employment utilize their personal vehicle for transporting persons served, or are doing business on a regular basis for NACL).
- Medical certificate (utilizing the *Attending Physician's Report* form) indicating good health, per the Residential Care Regulation.
- Current Ministry of Health recognized first aid certificate including CPR (which must be kept current while employed with NACL).

Reviewed

- December 2022 (with Labour/Management Committee)
- April 2023 (re reporting relationships)