



## PULFORD COMMUNITY LIVING Services Inc

### **Job Posting**

Work Location:           Lundar, Manitoba  
Position Title:           Program Coordinator

#### **Position Summary:**

As a Program Coordinator, you will support individuals within the Agency both residentially and in a day service setting. You must be a passionate leader who can work collaboratively, but yet have the ability to give direction to a team of managers and support staff in providing high quality services to individuals we support. In addition to ensuring the overall health and safety of the people we support, the Program Coordinator also plays a vital role in overseeing the effectiveness and efficiency of various operations, while maintaining the Agency's mission, vision and values. The candidate should possess a minimum of 3 years management experience, and must have a relevant Bachelor's Degree.

#### **Accountability:**

The Program Coordinator is accountable to the individuals supported as well as the Director of Services.

#### **Responsibilities:**

- Individual Support and Development
- Relationships and Community Involvement
- Communication
- Advocacy
- Human Resource Management - Employee development
- Administration

**Closing Date:**           Thursday, September 14, 2017

*All applicants must complete an application and submit their resume and cover letter via the employment page. We thank all candidates who apply, but only those who meet the qualifications and job criteria will be contacted for an interview.*