

BACK DOOR MISSION



Back Door Mission for the Relief of Poverty
66 Simcoe Street South
Oshawa ON L1H 4G3
905-728-4664
info@backdoormission.ca
www.backdoormission.ca

Coordinator –

The Back Door Mission is currently seeking to fill the dynamic role of Coordinator. Reporting to the Programs Manager, the successful candidates will work full-time from 8:30am-5pm Monday-Friday at \$21-24/hr.

The Coordinator will work as a team alongside security staff to provide a safe and judgement-free space for patrons to rest. In addition to intake and client support, the Coordinator will provide oversight for the team. The Mission United Program operates through a clinic-based admission, ensuring clients with complex medical needs are being sheltered while engaging in a care plan to stabilization.

The Back Door Mission works to relieve the burdens of poverty and social dislocation within the economically-deprived and street population of Oshawa. Originally a drop-in centre, the Back Door Mission has expanded its services since the COVID-19 pandemic and is currently operating Mission United.

Responsibilities

- Ensure the safety and well-being of clients.
- Client in-take, with reporting in HIFIS.

- Completion of shift notes, attendance, and incident reports where necessary.
- Maintain an alert status for the entirety of scheduled shift.
- Participate in ERT, following the direction of Security.
- Act as a point of service navigation, providing clients with information of our daily Mission United services and supports, as well as other services and supports within the community.
- Ensure adherence to infection prevention and control protocols and sanitation requirements are maintained.
- Provide clients with basic food provisions, as prepared by our day-time staff.
- Engage with community members in a manner that is consistent with Back Door Mission's values, code of conduct and Mission United Model principles.
- Attending daily Rounds, relaying any notable issues
- Weekly meetings with Program Management
- Oversight of data entry and shift documentation
- Oversight of team while onsite, with regular performance communication with Programs Manager
- Other duties as assigned.

Qualifications

- Post-secondary education preferred.
- Experience working with marginalized populations, specifically those experiencing homelessness and/or mental health and addiction challenges.
- An understanding of harm reduction principles and trauma-informed models of care.
- Ability to maintain alertness and function during shifts.
- Excellent communication skills, both verbal and written.
- Experience with Microsoft Office.
- Ability to maintain a positive, professional, and non-judgmental environment.

- Experience with conflict management and de-escalation skills.
- Thorough understanding of social services within the City of Oshawa and Durham Region.
- Ability to work with minimal supervision.
- Must be willing to obtain a Vulnerable Sector Police check at own cost.
- CPR/First Aid AED Certification is considered an asset.

The Back Door Mission is committed to the principles of Diversity, Equity, and Inclusion, and abides by the standards set forth in the Ontario Human Rights Code. Additionally, we are committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the provisions of the Ontario Human Rights Code, and any other applicable legislation. Accessibility: If you have accessibility needs and require alternate formats or other accommodations, please contact the Back Door Mission for details.

This position will remain open until filled. Please submit your resume and cover letter to info@backdoormission.ca.

For all general inquiries or questions regarding accessibility requirements please contact Dan Laffin, Program Manager Director, at dlaffin@backdoormission.ca