



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
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# Job Board Posting



Careers.Indigenous.Link

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## Intervention Coordinator

<b>Job ID</b>	<b>2D-4E-B6-92-44-9E</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=2D-4E-B6-92-44-9E">https://careers.indigenous.link/viewjob?jobname=2D-4E-B6-92-44-9E</a>	
<b>Company</b>	Projets Autochtones Du QuÃ©bec	
<b>Location</b>	MontrÃ©al, Quebec	
<b>Date Posted</b>	From: 2020-11-19	To: 2020-12-19
<b>Job</b>	Type: Full-time	Category: Service Sector
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$44,590 Annually (\$24.50/hour) +10% COVID Bonus	
<b>Languages</b>	English And French, And Indigenous Language Is A Strong Asset.	

### Description

Projets Autochtones du QuÃ©bec (PAQ) is a community organization whose mission is to offer shelter and culturally adapted activities and services to homeless and at-risk First Nations, Inuit, and MÃ©tis women and men. Located in downtown Montreal, our centre provides emergency shelter and a hot dinner and light breakfast 365 nights a year. PAQ's transitional housing program offers 16 studio apartments for Indigenous women and men at risk of homelessness, or who are in search of a stable living environment. PAQ provides a sense of belonging and trust developed through community events, psycho-social and crisis support, access to legal and health services, and indigenous cultural and arts programs. As an essential service, PAQ remains open during the COVID-19 outbreak.

PAQ currently has an opening for two intervention Coordinator roles:

1. Emergency Shelter Coordinator (permanent contract) and;
2. Managed Alcohol Program Coordinator (one-year contract with strong possibility to become a permanent position).

The people in these positions play two key roles. The first role is as the administrative and operational lead, supporting recruitment, staff scheduling, volunteer and stock management, and general safety and security. The other role involves supporting the Program and Services Manager to ensure the delivery of quality and culturally adapted intervention services.

The people in these positions are experienced and skilled intervention workers: active listeners and counsellors, with the ability to adapt their intervention approaches to align with the needs and values of the urban Indigenous community. They must have the ability to coach other team members on intervention approaches. They will have proven organizational and administrative skills, with the ability to manipulate a wide range of IT platforms to support efficient shelter operations and data collection. They must have a working knowledge of English and French; an Indigenous language is an important asset. They must have formal social work or nursing training, or a degree in management/administration. Professional or personal experience with First Nations, Inuit or MÃ©tis peoples is mandatory. A flexible schedule is an absolute must for the person in this role as it entails some day, evening, overnight and weekend availability.

These are full-time positions (35 hours per week) based in downtown MontrÃ©al.

### Experience

1. Knowledge and understanding of the impact of intergenerational trauma and on-going realities in Indigenous communities, urban barriers, and Indigenous social issues.
2. Minimum 3 years' experience working in a senior intervention role, preferably within an Indigenous organization, and/or within the homelessness sector
3. Minimum 2 years' experience in an administrative coordination role in a community-based organization.

### Education Requirements

1. Bachelor's degree in Social Work, Nursing, Management, or related field, or equivalent work experience.
2. Completion of OMEGA or other similar training program is an asset.

### Essential Skills

4. Bilingualism: proficient in spoken French and English; knowledge of an Indigenous language is a significant asset.
5. Strong IT skills and experience are essential, particularly working with databases; able to initiate technological solutions
6. Strong time management and coordination skills with the ability to prioritize multiple tasks.
7. Ability to communicate well with team members and use a collaborative approach
8. Proactive mentoring skills

### Weight Handling

May require supporting people in daily tasks or some lifting of furniture, etc.

### Work Environment

On site in a homeless shelter or managed alcohol home.

### How to Apply

For a full job description of these positions and employment conditions, please go to our website at: <http://www.paqc.org/en/home/>.

Applicants are asked to send a short cover letter and CV to [emplois@paqc.org](mailto:emplois@paqc.org) by 5pm on Monday December 7, 2020 with the job title in the subject line. Only applicants selected for an interview will be contacted.

Thank you for your interest in PAQ.