



External Posting – Competition #: 202510 Residence Coordinator FT – Second Stage House

Position	Location	Title/Grid Level	Closing Date
Full-Time Residence Coordinator	Second Stage House	Residence Coordinator Grid 14	Friday, October 24, 2025
Hours of Work/Week	Wage Rate/Salary	Shift Schedule	Use of Personal Vehicle
40	\$33.77 -38.77	Initial shift Monday to Friday 10 am – 6 pm	Yes

“This position is open to all qualified individuals and this position requires Union membership.”

Nature of Position:

Oversees the day-to-day operations of a residence, provides ongoing supervision of staff and volunteers, and evaluates program policies.

Key Duties and Responsibilities:

1. Develops, implements, and evaluates residence and funder goals, objectives, policies and procedures and ensures the required standards are maintained. Identifies both physical and program needs of the residence to appropriate authority. Plans with staff for changes.
2. Schedules, supervises, and evaluates residence staff and monitors daily operations. Assists in recruiting and selecting of staff and provides guidance, training and orientation on policies, procedures, techniques, report preparation or other matters arising in the residence. Identifies the needs of staff for professional development.
3. Provides leadership, guidance and participates with staff, families and others in planning and providing client intakes, client plans, case conferencing, case management and the preparation of related documents and reports. Completes personal service plans for clients, and ensures regular follow-up on service plan goals.
4. Ensures resident rent contributions are accurately calculated and received.



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5. Monitors, authorizes, and allocates expenditures within the operating budget for the year and assists senior management in preparing the budget. Prepares and maintains related documentation.
6. Works collaboratively with other actors involved in the building complex, such as other owners, strata council, strata-managed property management, and other building operators, to ensure a positive working and living environments for all.
7. Liaises with the community, government, families, officials, professions, and organization staff and promotes community involvement in the program.
8. Ensures the cleanliness, safety, security, and maintenance of the residence in accordance with licensing standards either directly or through delegation to staff.
9. Maintains the residence's inventory of supplies.
10. Works as a Women's Support Worker performing the duties as required.
11. Performs other related duties such as standby as required.

Qualifications:

- Diploma in a related human/social service field.
- First Aid Certificate (CPR with AED).
- Clear criminal record check.
- Valid driver's license (Class 5).
- Three years recent related experience, including one-year supervisory experience. Demonstrated ability to schedule and coordinate basic office routines.
- Feminist perspective, empathic, good conflict resolution skills, ability to work independently, ability to facilitate groups, team player, interviewing and assessment skills, good oral, written and interpersonal communications skills.



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Closing Location:

To apply for this position please send your cover letter and resume in one PDF document to:

humanresources@ishtarsociety.org with the subject line:

Attention: Juan Damasco

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Date Posted:

October 8, 2025

Each applicant is responsible for ensuring that the Society receives his/her application by 4:00 p.m. on the closing date. Any application received past this time will be considered late. Candidacy of late applications will be considered as external candidates.