



FULL TIME TENANT SERVICES COORDINATOR

The Bethania Group is currently recruiting for a full-time **TENANT SERVICES COORDINATOR** that will be responsible for two locations – Fred Tipping Place located at 601 Osborne St. and 529 Country Club Blvd in Winnipeg, MB. Both of these locations are Seniors Housing apartment buildings (Independent Living).

The Tenant Services Coordinator is responsible for providing front-line services to tenants living in the building and establishing support networks and services to meet the needs of the tenants.

Required Qualifications:

- Post secondary education in the Social Services field (preferably Bachelor of Social Work, Psychology, Sociology, Human Ecology) or an acceptable combination of experience, education and training.
- Past training that includes a combination of these key subject areas: Empathic Communication, Conflict Resolution & Mediation, Applied Suicide Intervention (ASIST), Non-Violent Crisis Intervention, Mental Health First Aid, Trauma Response
- Demonstrated experience in working in a social service or housing environment with seniors or other vulnerable populations
- Extensive knowledge and experience in collaborating with community and government based resources and supports and with agencies to provide supports for clients including those with mental health challenges
- Excellent communication skills – oral and written
- Strong leadership, organizational and time management skills
- Ability to establish and maintain healthy working relationships with the tenants, the general public and others
- Basic knowledge of Microsoft Office computer programs
- Conflict resolution skills including problem solving, negotiation and facilitative skills
- Ability to organize and prioritize workload to meet competing deadlines
- Ability to meet the physical and mental demands of the position
- Valid Driver's License with access to a vehicle in good repair
- Effective Case Management is considered an asset

Successful candidates are required to provide a current (within the last year) Criminal Record Check and Adult Abuse Registry Check.

In exchange for your knowledge, experience and commitment to our team, we provide competitive compensation including a full benefit package with the opportunity to immediately enroll in our Healthcare Employee's Benefits & Pension Plan (HEB & HEPP) and Employee Assistance Plan (EAP).

If this position is of interest to you, please submit a cover letter clearly stating the position you are applying for and a resume explaining how you meet the qualifications by **4:00pm, Monday, April 08th, 2019**. Send your application: The Bethania Group HR Dept. By Fax to: 204.669.5479
Email: kim.fedorowich@bethania.ca

Thank you for your interest. Only candidates meeting the required outlined qualifications will be contacted.