

STONEHENGE THERAPEUTIC COMMUNITY

JOB POSTING

Operations Coordinator
Full Time Days
Includes a Comprehensive Benefit Package

POSITION SUMMARY

The Operations Coordinator is responsible to ensure the smooth functioning of our properties in Guelph (one in a rural location), where clients attend our residential addictions treatment program. This role will liaise with vendors, suppliers and contractors, oversee equipment and property maintenance and act as our JHSC rep for our teams. Although the Operations Coordinator performs work with a high degree of independence, this role is a supportive/entry level role, reporting to our Logistics Manager.

RESPONSIBILITIES

Under the supervision of the Logistics Manager, the Operations Coordinator will be responsible to:

- Streamline and coordinate all operational systems and processes including property and building maintenance, supplies, equipment, and I.T. to meet the needs of the Agency while staying within budgetary requirements
- Coordinate vendors, suppliers, maintenance contractors and general operations, ensuring internal system efficiencies at all times
- Continue development and maintenance of all administrative and operational processes in respect to health & safety across the agency
- Act as the Joint Health & Safety Committee (JHSC) certified employee member and co-lead the ongoing activities of the JHSC (successful completion of Part 1 and Part 2 of the Workplace Health & Safety trainings will be required as part of role)
- Create briefings and project reports as directed
- Maintain the logistics and coordination of projects, events, and trainings
- Maintain vendor support, logs and system requirements for the well water system (successful completion of 'Operation of a Small Drinking Water System' training will be required as part of role)
- Oversee the ongoing maintenance of the leased vehicles, including weekly fueling, regular oil changes, seasonal tire changes and as-needed repairs
- Maintaining the fuel supply for the centres
- Ensure all duties are carried out across all four buildings at both sites while maintaining clear boundaries in regard to any client or clinical interactions of the treatment programs
- Conduct Health and Safety and maintenance training for new staff at Orientation
- Provide on call support in absence of the Logistics Manager (i.e. holiday coverage)
- Additional responsibilities as required

COMPETENCIES

- Ability to establish and maintain strong partnerships with vendors and suppliers

- Ability understand budgeting in order to streamline processes within fiscal requirements
- Ability to maintain effective personal and professional boundaries
- Ability to analyze and design effective systems or processes
- Proficiency with I.T. systems
- Ability to troubleshoot and problem solve
- Excellent organizational and time management skills
- Excellent communication and interpersonal skills
- Ability to work independently with minimal supervision
- Proficient in computer skills including email and Microsoft Office Suite
- Ability to work effectively in a multi-disciplinary team environment
- Ability to function well within a fast-paced environment
- Lived experience with addiction and/or mental health recovery is an asset

QUALIFICATIONS

- Community college diploma or university degree in Business Administration or Hotel & Food Administration
- Minimum of 2 years' experience in a similar role
- Experience in plant & equipment and purchasing & vendor oversight is an asset
- Project Management/Coordination training or certificate is an asset

OTHER REQUIREMENTS

- Valid G Driver's License for a minimum of 3 years
- Satisfactory Driver's Abstract
- CSC Clearance conducted by PWGS Canada
- Standard First Aid/CPR Level C
- Own vehicle

WORKING CONDITIONS

- Administrative role in a treatment environment
- Residential environment in a rural setting
- Travel between sites

APPLICATION DEADLINE: Open until filled

ADDITIONAL INFORMATION: **This is a full time, permanent position including a comprehensive benefit plan**

CONTACT: Please direct your resume and cover letter **via e-mail only** to Human Resources at hr@stonehengetc.com. Please also indicate "Operations Coordinator" on the subject line.

Stonehenge Therapeutic Community accommodates the needs of applicants throughout the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and Human Rights legislation. Should you require it, accommodation can be made at any point, upon request.

We thank all applicants in advance for their interest in this position however only those candidates selected for an interview will be contacted.