

Position Description

Position title: Household Coordinator (Adsum House)

Position term: 12 months only starting July 1, 2008

Position scope:

Under the supervision of the Executive Director, the Household Coordinator is responsible for the daily care and maintenance of the property of Adsum House, the acquisition of supplies and food, the preparation of meals, the distribution of donations and other good to clients, and the scheduling and supervision of household volunteers.

Typical duties:

Responsible for general operation of Adsum House.

- Maintains an inventory of household supplies;
- Is responsible for general cleanliness of property;
- Purchases food and other household supplies;
- Ensures and carries out preparation of all meals. This includes managing the household food budget, grocery shopping, menu planning, and managing the food requests related to clients with specific nutritional requirements and allergies.

Responsible for scheduling and supervision of household volunteers.

- Participates in the facilitation and training of household volunteers;
- Prepares a monthly schedule for household volunteers;
- Is responsible for the supervision of household volunteers;
- Assists in the mediation of disputes and complaints by or against household volunteers;
- Assists in the organization and preparation of household events;
- Prepares a monthly report on household volunteer service.

Maintains efficient operation of Adsum House in accordance with safety, fire and operational procedures.

- Is responsible for maintenance of equipment and devices;
- Conducts safety and fire audits of property on a weekly basis for the protection of all residents and staff;
- Is responsible for securing quotes for work required on Association property with regard to safety, fire and operation;
- Is responsible for ensuring all expenditures associated with safety, fire and operation are reasonable and approved;
- Is a member of the joint Occupational Health and Safety Committee;
- Briefs the Occupational Health and Safety committee on the status of all security and safety procedures.

Responsible for daily care and maintenance of property.

- Ensures that routine and major repairs are completed in a timely manner;
- Is responsible for ensuring all maintenance of equipment and repairs are carried out;
- Is responsible for snow removal, grass cutting and garbage disposal;

- Conducts regular inspections of equipment, appliances, furnishings and the overall general state of Adsum House.

Prepares reports, correspondence and presentations.

- Prepares weekend reports for on-duty workers; and
- Prepares activity reports as required.

Performs other duties as required.

Knowledge and skills required:

- Minimum requirements: Bachelor of Family Studies degree or an acceptable combination of education and experience to the employer
- A minimum of one year of experience in a residential facility
- Demonstrated ability to multi-task in a stressful environment
- Demonstrated ability to manage a budget
- Demonstrated experience in working with and supervising volunteers
- An understanding of nutrition
- An understanding of women's issues
- The ability to resolve and mediate disputes

Judgment and initiative required:

- Must demonstrate organizational skills and abilities
- Must be able to work independently and as a member of a team
- Must be able to deal effectively with difficulty situations in an objective manner
- Must exercise responsible judgment
- Must maintain client confidentiality and respect client privacy
- Must comply with all policies of Adsum House including, without limitation, policies relating to health and safety.

Type and level of supervision:

The Household Coordinator is responsible for the supervision of all household volunteers.

Responsibility for decisions affecting costs/ responsibilities for requirement and materials

- Must be able to assess all costs associated with the operation and maintenance of Adsum House.
- Must maintain an accurate record of all equipment under warranty and ensure the continuation of all services contracts and warranties.

Hours of work

40 hours per week.

The Household Coordinator requires flexibility to accommodate the organization and preparation of Adsum House events and initiatives during the evenings or weekends.

Terms and Conditions

This position is for a 12-month term only. The salary associated with this position is currently set at \$28,000/year.

The post holder will be eligible for three (3) weeks of paid vacation during the year as well as 12 paid holidays.

Medical and health care benefits are available through a group insurance plan.

Please send current resume and cover letter to:

Hiring Committee, Adsum for Women & Children
2421 Brunswick Street, Halifax, NS B3K 2Z4
Fax: (902) 423-9336 / Email: adsum@adsumforwomen.org

No phone calls please.