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# Activities & Spiritual Care Coordinator

## Job Description

**Department:** Women & Families Programs  
**Branch:** Women's Recovery & Housing  
**Location:** 616 E Cordova St, Vancouver  
**Reports to:** Supervisor, Programs (Stabilization and Recovery)

### Job Summary:

The Activities & Spiritual Care Coordinator provides cultural, spiritual and emotional care as well as Indigenous program development and execution for the Sanctuary Stabilization and Supportive Recovery participants. This position provides active recovery support, meetings and spiritual leadership, offering prayer, Bible study, and counsel to Sanctuary Stabilization & Recovery program participants. This involves overseeing the off-site spiritual retreats, cultural awareness, programming, and ceremonies as well as program events and activities. Demonstrating the love of Christ, the Activities & Spiritual Care Coordinator operates with a trauma-informed, women-centered lens, consistent with UGM's continuum of care. With a special emphasis on First Nations culture and needs, they design and implement programs that minister holistically to mind, body and spirit. As a spiritual leader, this individual is a role model for the team, and strives to enhance client care and services that are consistent with UGM's Vision, Core Values and Statement of Faith.

### Main Duties and Responsibilities:

- Model Christ in word and deed.

### Spiritual Care and Leadership – 50%

- Provide spiritual and emotional care to Sanctuary program participants, tenants, and alumnae.
- Lead participants in prayer and Bible Study.
- Build strong relationships with program participants and support their goals to explore Christianity and their spirituality.
- Share and provide connections to Indigenous teachings for participants in relation to health, wellness, and recovery. Provide access and/or facilitates ceremony and traditional wellness practices.
- Develop and facilitate in-house training for Sanctuary Stabilization & Recovery staff and volunteers at UGM in order to move toward a deeper understanding of the Indigenous community.
- Develop culturally sensitive program opportunities and activities.
- Plan and lead program activities by participating in curriculum development and delivery, facilitating group discussions, accompanying women to recovery meetings, and networking with community contacts for involvement as appropriate. Coordinate AA/NA recovery meeting plans and training.
- Work with other staff to set a positive tone, conducive to growth and healing. This includes an active role in proactively defusing and de-escalating aggressive situations.
- In collaboration with all Sanctuary teams, journey relationally with program participants, alumnae, and tenants providing appropriate spiritual care while actively involving clients in action-planning, encouraging them to take responsibility for their desired outcomes.
- Actively develop community partnerships, including with the Indigenous community.
- Plan and chair quarterly Circle Meetings with supervisors, case managers and Aftercare Coordinator to facilitate a collaborative and integrative team approach.

### Activities and Administration– 50%

- Act as cultural advisor providing strategic advice to Sanctuary management team to help ensure Indigenous perspectives, knowledge and approaches to wellness are honoured in The Sanctuary. This includes other cultures as appropriate. Provide specific related training.

- Help to break down stigma and systemic barriers and provide support and guidance on culturally appropriate services and programs to help ensure a positive, culturally relevant experience for Indigenous participants.
- In the absence of the shift supervisor, take responsibility for all decisions, including when to contact the after hours on-call individual if the need arises, and ensure the safety procedures are followed.
- Perform administrative duties, including maintaining the database and accurate records.
- Adhere to all UGM policies, practices and procedures, including Occupational Health and Safety.
- Support the Care Team by covering the Nest, assisting with appointments, room searches and UDS.
- Be part of the rotating schedule of After Hours On-Call.
- Other duties as required.

### **Knowledge, Skills and Abilities:**

- Spiritually mature individual, committed to UGM's Statement, Core Values and Statement of Faith.
- A vibrant and growing relationship with Jesus Christ our Creator, as Saviour and Lord.
- Post-Secondary studies in Christian Studies or Social Sciences.
- Minimum of 3 years' experience in a faith-based Ministry Organization required.
- Other combinations of lived experience and education may be considered.
- Understanding and knowledge of Indigenous culture and perspectives, including the physical, mental, emotional and spiritual needs of participants and community.
- Broad knowledge of Indigenous services and community resources available on the DTES for Indigenous women and families.
- Extensive knowledge of the Twelve Step Model and experience facilitating AA/NA Meetings required.
- At least 20 hours of training in one or more of these subjects: counselling; crisis and conflict resolution; psychosocial intervention for substance use disorders; and trauma-informed practice.
- Able to effectively identify and solve problems and follow through on initiatives.
- Excellent English skills (verbal, reading and writing).
- Intermediate computer skills (Word, Excel and Outlook).
- Exceptional interpersonal skills.
- Valid Class 5 drivers' license required.
- Ability to work independently; self-motivated, disciplined, manages time effectively.
- Able to maintain confidentiality, ethically, regarding sensitive matters regarding the organization and its clientele.
- Complete UGM Non-Violent Crises Intervention Course.
- Technical Competency—Trauma-Informed Care (Level 2): Help identify negative events that have impacted the client's functioning, and develop interventions that emphasize safety, choice, and personal control.

### **Behavioural Competencies:**

- **Adaptability/Flexibility (Level 3)**  
Adjust approach to meet needs of changing conditions, situations, and people to work effectively in difficult or ambiguous situations.
- **Christ-likeness (Level 3)**  
Demonstrate the love of Christ in word and deed by living out the values of the Gospel.
- **Delivering Results (Level 2)**  
Remain self-motivated and focused until the best possible results are achieved, with passion and persistence despite obstacles, resistance, and setbacks.
- **Diversity and Cultural Responsiveness (Level 3)**  
Provide respectful, equitable, and effective services to diverse populations by affirming the value, worth, and dignity of all.
- **Ethical Conduct and Professionalism (Level 2)**  
Provide professional services with integrity, competence, responsibility, respect, and trust, which include the development of professionalism and ethical behaviour.

- **Organizational Awareness/Stewardship (Level 2)**  
Emphasize the need to act as one organization by aligning all actions with UGM's vision, mission, values, structure, and policies.
- **Self-Management (Level 3)**  
Manage emotions and strong feelings while maintaining a calm and tactful demeanor under a broad range of challenging circumstances.

**Working Conditions:**

- **Work Location**  
Work is generally performed indoors, with up to 40% of the time spent outdoors in all types of weather.
- **Physical Requirements**  
Duties require extended periods of standing and/ or walking. Employees are required to look at a computer screen for up to 40% of the time. Must be able to lift up to 35lbs occasionally.
- **Work Conditions**  
Working environment is generally favorable. Lighting and temperature are adequate. Work is performed amid normal conditions of dust, odors, fumes, and noises. Regular environmental exposures to cold, heat, and water. This position is required to work in an environment often dealing with people in crisis situations brought about by diverse problems. The ability to function independently and frequently under pressure, while managing multiple concurrent tasks including emergency situations is an ongoing expectation of this position.
- **Hours of Work**  
This position works a rotating schedule of Monday to Thursday, 2pm to 10pm, and rotating Saturday and Sunday. Moderate overtime may be required. Work on statutory holidays may be required.
- **Hazards**  
Job requires frequent interaction with the public, some of whom may be upset, abusive, and/or violent. Job requires working frequently with people in unhealthy conditions and may include exposure to bodily fluids, lice and bedbugs. Employee is required to hear information about clients' lives which may be troubling or upsetting, and may cause emotional issues including vicarious trauma.
- **Other**  
Due to the nature of the job, and our commitment to a safe environment, the candidate is subject to a criminal record check and must submit a current Driver's Abstract.

The above statements are intended to describe the general nature and level of work performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities duties and skills required of personnel so classified.

**Employee's Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_