

Position : **Third Party Administration Coordinator** **Closing Date** : **Open until filled**
Type : **Relief** **Location** : **Multiple**
Nature of Work: **AM/PM & Weekday** **Posting #1** : **2301-052019**

We are a human rights and social services charitable not-for-profit agency for women, girls, and children affected by the justice system.

EFry is committed to the belief that people are willing and able to take responsibility for their own lives if provided with the resources, opportunities and skills to do so. We value working together with others who are committed to equality, fairness, and opportunity for those we serve.

EFry helps both female and male clients access the government financial support to which they are entitled. Third Party Administration clients cannot receive these services from government offices for behavior or their need for high levels of support and case management. EFry tailors our support to each client's individual circumstances, with the goal of helping them meet the criteria necessary to reinstate their direct access to government services.

We are hiring a **Third Party Administration Coordinator** in multiple locations – Vancouver, DTES, New Westminster and Surrey.

ROLE OVERVIEW

The Third Party Administration Coordinator accepts referrals from the Ministry of Social Development and, in turn, interviews, assesses and makes suitable recommendations to the client to assist them. Acts as a third party for the administration of social assistance and the transference of documents and information.

RESPONSIBILITIES

Accepts referrals from the Ministry of Social Development and, in turn, interviews, assesses and makes suitable recommendations to the client to assist them.

EDUCATION AND EXPERIENCE

- 4 years university or college or/ combination of post-secondary education in a social services related field

SKILLS & ABILITIES

- Excellent interpersonal behaviour and communication skills
- Strong organizational skills

- Good time management skills
- Crisis management, de-escalation skills are essential as clients may potentially be aggressive
- With at least one year's relevant work experience in the front-line
- Working knowledge of community based programs
- Has knowledge on social assistance services as provided by the Ministry of Social Development

JOB REQUIREMENTS AND EXPECTATIONS

- Standard First Aid with CPR-C, and Dr's Note of fitness required
- Local Police search and Provincial Vulnerable Sector Criminal Record Clearance required
- Must have own vehicle and valid BC driver's licence
- Satisfactory record of driver's abstract

Efry actively promotes a program of employment equity and equal opportunity to ensure equal access to employment opportunity for all persons.

Interested candidates must submit a cover letter and resume to humanresources@elizabethfry.com

Please note only short listed candidates will be contacted for interview. No phone calls please.

