



LICENSING & IHS ADMINISTRATIVE COORDINATOR

JOB TITLE:	Licensing & IHS Administrative Coordinator
DEPARTMENT:	Intensive Home Supports
REPORTS TO:	Director of Intensive Home Supports
HOURS:	40 hrs p/week (FT)
VACATION:	Accrue at 6%
BENEFITES:	GRRSP and Health Benefits Immediate Enrollment

JOB SUMMARY

Reporting to the Director of Intensive Home Supports and Senior IHS Case Management, the Licensing and IHS Administrative Coordinator contributes to the efficient day-to-day operations of the IHS department.

The Licensing and IHS Administrative Coordinator is responsible to ensure all residential homes are up to provincial standards, performs various administrative duties and provides support to the Director of IHS in the areas of program planning, insurance, and reports.

PRIMARY DUTIES AND RESPONSIBILITIES

- Ensure all licensed residential homes are adhering to:
 - Provincial licensing requirements
 - Provincial fire codes (new and existing)
 - Provincial health standards
- Create floor plans and fire safety plans for licensed residential homes
- Coordinate annual inspections, including furnace, fire, and health inspections
- Coordinate ongoing maintenance needs for all IHS programs

- Assist in the creation and expansion of IHS programs. This includes:
 - Coordinating viewings for new homes
 - Oversee provincial licensing standards
 - Organizing and coordinating moving services
 - Coordinate home services (i.e., phone, cable, hydro, etc.)
 - Complete final licensing inspection to ensure all requirements are met
 - Initiate zoning and permit process
- Oversee invoicing for third party staffing agencies
- Oversee the insurance needs for the IHS program
- Oversight of all leased properties for the IHS program
- Read and interpret legislation and policy pertaining to HIS
- Identify quality assurance and operational needs

ESSENTIAL REQUIREMENTS

- Cover letter and updated résumé required
- Must be 18 years of age or older
- Full-time availability, 35–40 hours per week
- Satisfactory Criminal Record Check with Vulnerable Sector Search, Adult Abuse Registry Check, and Child Abuse Registry Check, completed within the last three months
- Project management experience related to coordinating tasks, timelines, inspections, documentation, or program operations
- Minimum three years of related work experience
- Ability to provide three employment references

EDUCATION

- Completion of a post-secondary education in Business Administration, Operations Management, or related area of study (Certificate, Diploma or Degree)
- Experience in Human Services is an asset

REQUIRED ATTRIBUTES

- Ability to work collaboratively within a team environment while managing competing priorities
- Ability to handle multiple projects and priorities in a professional and timely manner
- Ability to read, analyze and interpret general information and data
- Consistency with processes and daily tasks
- Self-starter and proactive approach in resolving problems and issues
- Excellent oral and written communication skills, both written and verbal
- Excellent time management skills with strong attention to detail
- Work cooperatively and effectively with others to set goals, resolve problems, and make decisions to enhance organizational effectiveness
- Ability to work both independently and as a member of a multi-disciplinary team in a fast-paced environment
- Ability to interact with all levels of personnel. Treat all with dignity and respect and remain open and receptive to their needs
- Excellent organizational and troubleshooting skills, with a strong attend to detail
- Ability to develop a work schedule, set goals, create / implement action plans and monitor progress towards goals
- Ability to effectively present information in a clear manner, demonstrate procedures and respond to questions
- Ability to make clear and timely decisions and adapt to stressful situations

ASSET

- Knowledge of provincial residential licensing standards
- Knowledge of Residential Tenancies Branch (RTB) requirements and landlord expectations
- Strong prioritization skills in a fast-paced, multi-property environment

SUPERVISION

- Reports to the Director of Intensive Home Supports

How To Apply

Applicants can express their interest by submitting a cover letter that clearly demonstrates why they are the ideal candidate (cover letters must cite specific examples congruent with the posting requirements) along with their résumé to careersmb@tlservices.ca **By Monday August 3rd, 2026 at 4:00 PM.**

Turning Leaf welcomes applications from people with disabilities. Applicants with disabilities may request reasonable accommodation relating to the materials used and/or activities throughout the application and selection process. We thank all applicants, but only those being considered for an interview will be contacted.

Turning Leaf Support Services is committed to fostering and upholding an inclusive workplace that reflects the diversity of the communities we serve, including Indigenous Peoples. We believe in creating opportunities for everyone to thrive by embracing diverse perspectives, experiences, and identities. We encourage candidates from Indigenous communities, minoritized groups, underrepresented groups, and all walks of life to bring their unique talents to our team.