



## **Job Posting Manager of Transitional Housing**

### **POSITION SUMMARY**

Under the direction of the Director, the Manager is responsible for ensuring the delivery of client services and best practices in the Crisis Shelter & Residence Transitional Housing programs. The Manager is responsible for design and implementation of all programs (including expected outcomes), based on community development theories. The incumbent is an integral member of the CS&R staff team supporting the counselors with some of the broader requirements of client delivery.

### **POSITION REPORTING**

Director, Residential Programs

**HOURS OF WORK:** Full-time, 37.5 hours per week

### **QUALIFICATIONS:**

- Minimum Bachelor of Social Work;
- 3-5 years management experience;
- Experience working in a shelter environment;
- Familiarity and commitment to women's issues;
- Knowledge of fundamental human resource management systems;
- Experience leading diverse and dynamic teams in a fast-paced environment;
- Ability to facilitate consensus and manage conflict;
- Strong organizational skills;
- Superior communication skills
- Familiarity with a unionized work environment is an asset.

### **MAJOR RESPONSIBILITIES:**

#### **1. Initiation & oversight of design and implementation of Transitional Housing CS&R programs:**

- Utilizing community development theories and working with the CS&R team, identify program needs;
- Develop programs in a team approach, soliciting input from program staff, crisis counselors, youth counselors and residents;
- Following accepted program development practice, facilitate the development of outcomes, outcome measures and programs to achieve those outcomes;
- Ensure that all programs are evaluated on a regular basis, and that necessary changes are made to ensure relevancy;
- Ensure Policies and Procedures are up to date;
- Manage safe and effective operations of all programs as it relates to client delivery;
- Research and aid in applications for relevant program grants;

- Where appropriate, make recommendations to and work with the Director for new programs, potential funding sources and increased staffing needs;
- Take the lead role of coordination and oversight on specialty projects from grant funds or otherwise within the Transitional Housing area;
- Lead the administration and training of HIFIS (Homeless Individuals and Families Information System) for program staff
- Network and develop programming partnerships with other community stakeholders
- Assist Director in the daily operations of all services and ensure residence safety guidelines are met

## **2. Supervision of programming staff:**

- In partnership with the Management team, complete the hiring process for all transitional housing program vacancies;
- Supervise and coach programming staff to ensure that they have the skills and equipment to achieve stated outcomes;
- Lead the programming staff in a team approach to program development and delivery;
- Perform performance reviews and work with staff to ensure personal and organizational goals are met.

## **3. Support Director in human resource functions:**

- Participate in supervision, coaching and disciplinary proceedings for CS&R staff, outside of program staff, as requested by Director;
- Coordinating and orientation of new staff;
- Lead team meetings for program staff
- Working in conjunction with the Management team, promote team approach to service delivery, and self-care and wellness amongst staff.

## **4. Assume Acting Management role in the absence of the Manager/Director;**

- In the absence of the Director, and with the support of the CEO, assume all responsibilities of the Director.
- Provide on call coverage rotating with other Management members

## **5. Implementation of programming:**

- Coordinates in house programming in consultation with staff and Management team;
- Works to maintain collaborative partnerships;
- Ensure that there is an evaluative component for all programs.

## **6. Represent the YWCA and CS&R Department on committees as requested:**

- Represent the YWCA Saskatoon/CS&R on internal and external committees as required.

## **7. Maintains accurate records/reports, and monitors budgets and financial statements:**

- Tracks qualitative and quantitative information for evaluation of programs;
- Under the supervision of the Director, tracks all expenditures to ensure they are within the resources and requirements of all program funding.
- Create budgets for any of the responsible programs and ensure expenditures are within budgets and financial resources;
- Assist Director as necessary in reviewing annual departmental budget and monitor monthly financial position;

**WAGE**

Based on experience

**TO APPLY:**

Please send a resume with cover letter by email to Kim Fisher, Director, Residential Programs at [kfisher@ywcaskatoon.com](mailto:kfisher@ywcaskatoon.com).

Applications will be accepted until **the posting is filled**.

Thank you to all applicants. Only those selected for interviews will be contacted.