



JOB POSTING

SAUGEEN FIRST NATION

Women's Shelter Manager

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| Program: | Women's Shelter |
| Reports To: | Band Administrator |
| Term of Employment: | Permanent Full-Time |
| Wage: | \$32.08/hr or \$58,385.60/yr |
| Hours of Work: | 35 hrs per week |

JOB PURPOSE

The Kabaeshiwim Manager oversees the Women's Shelter staff who provide support to Indigenous and Non-Indigenous women and children who have been or are at risk, as well as crisis support, advocacy, information, and referral services for residents of the shelter and clients from the crisis line and walk-in services, within the philosophy and guidelines of the Saugeen First Nation #29.

KEY DUTIES AND ACCOUNTABILITIES

- Provide oversight of the daily operations and service of the program
- Coordinate and supervise client caseload and daily client needs
- Provide orientation to new staff, reviewing the Shelter's policies regularly with staff
- Develop and maintain on-going working relationships with other SFN departments and outside agencies
- Provide updates to Band Administrator
- Work on Strategic Plan yearly
- Coordinate with the Finance Department regarding the annual budget
- Organize training for staff
- Debrief with staff
- Prepare proposals and/or grant applications
- Prepare quarterly stats for funders
- Supervise delivery of programs/services
- Prepare and review workplan with staff
- Ensure PPE is available for all staff and clients
- Encourage and provide support to staff
- Recommend policies and procedures related to operation of Kabaeshiwim
- Establish processes to support the operation of Kabaeshiwim
- Maintain a healthy lifestyle and be a positive role model

REQUIREMENTS

Education and Experience:

- Diploma or Certificate in Social Service Work, years of experience in administrative field an asset

Knowledge, Skills & Abilities:

- Demonstrated leadership abilities
- Financial experience an asset
- Grant application/writing an asset
- Effective oral and written communication skills
- In-depth knowledge of domestic violence and child development stages
- Interpersonal relationship skills to promote trust and confidence, to advise, to consult and to resolve conflicts
- Experience with program management and staff supervision
- Experience in management of a residential facility an asset
- Experience in crisis intervention
- Experience in program development
- Ensure client confidentiality
- Good working knowledge of social service agencies, including government help systems

Designations, Licences & Requirements:

- CPIC & Vulnerable Sector
- First Aid/CPR
- Valid Ontario "G" class Driver's License

WORKING CONDITIONS

1. Physical Demands – Long periods of sitting, standing, typing and some walking. Lifting of some objects not exceeding 10 pounds.
2. Environment – Mainly an office environment and indoor locations with some exposure to outside during travel. Minimal exposure to hazardous material (cleaning supplies).
3. Mental Effort – Moderate to high tension and anxiety levels, as there will be a number of situations involving conflict management, negotiation and significant deadlines.
4. Position Type/Expected Hours of Work – Full-time regular hours with the possibility of evenings and weekends when required.

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

DEADLINE DATE: Friday, March 17th, 2023 @ 4:00 p.m.
(*No Late Applications Accepted*)

Only qualified applicants will be contacted for an interview

Successful candidate will be asked to provide a current Vulnerable Sector &Criminal Record Check

Please submit a cover letter, resume, and list of three current references to either:

Office: Joe Wesley, 519.797.2781 ext. 1104
By E-Mail: joe.wesley@saugeen.org
By Mail: 6 Cameron Drive, Southampton, ON N0H 2L0