

JOB POSTING

Transformational Housing Manager



Aboriginal Mother Centre Society

The Aboriginal Mother Centre Society is a non-profit organization that provides Transformational Housing (TH) and other supports for single, Aboriginal mothers in Vancouver, including a licensed daycare for children age 3-5, and other social support programs to the TH Residents and some community members.

The Transformational Housing (TH) at Aboriginal Mother Centre Society (AMCS) is a place where Aboriginal mothers, who are facing homelessness and/or dealing with their child/ren in care of the Ministry, can come to stay. The women can rebuild their sense of self-worth and identity for a better future for themselves and their children. AMCS is dedicated to supporting Aboriginal families by providing cultural traditional services through a holistic grassroots approach. The goal is ultimately to provide a supportive environment that aids housing stabilization and healthier lifestyle choices.

Job Title Transitional House Manager

Name of Facility Aboriginal Mother Centre Society

- What you bring**
- Post-secondary education in Indigenous Studies, Social Work, or an acceptable combination of education, training, and/or job experience.
 - 4+ years' experience developing and implementing programs working with homeless and precariously housed individuals.
 - Knowledge of Aboriginal and urban Aboriginal culture, traditions, history and issues.
 - A strength based, solution oriented, and family centered approach.
 - Emotional maturity and excellent track record with confidentiality and professional boundaries.
 - Comprehensive knowledge of community resources, housing issues and supportive services
 - Strong attention to detail.
 - Strong organizational skills, ability to multi-task in a dynamic working environment; self-motivated personality; ability to work independently and as a team player.
- What you will do**
- Accomplish department objectives by planning and evaluating department activities.
 - Provide anti-oppressive and equity-led support. Build trusting relationships with staff and program participants.
 - Develop personal growth opportunities, empower and motivate program participants.
 - Update and implement an intake and assessment process to confirm eligibility and fit for the program model, and to effectively transition the applicant into successful program participation.
 - Work with staff to ensure development and execution of wellness or care plans for program participants
 - Recruit staff, assist in personnel functions; Provide orientation, coaching, training, and evaluation to program staff
 - Direct and support staff through individual and team meetings regarding program issues, team building, and crises incidents.
 - Ensure that the equity objectives and community development policies of the organization are achieved within the program.
 - Develop and implement effective evaluation strategy and program/operational protocols in collaboration with the executive director.
 - Prepare and monitor program financial information and budgets, statistical reports, program reports and submissions, in collaboration with the executive director in conjunction with other teams, to be able to effectively manage budgets and meet organizational and funder reporting requirements.
 - Build and maintain internal and external partnerships, collaborative activities and participate in internal/external committees or networks in relevant sectors.
 - Ensure a safe and secure work and living environment.
 - Define objectives, identify and evaluate trends and options, choose a course of action and evaluate outcome.
 - Work with other Program Managers to secure program funding and ensure completion of ongoing required documentation, reporting and on target with budgeting.
 - Accomplish staff results by communicating job expectations, planning, monitoring, and appraising job results.
 - Ensuring emergency procedures, compliance with building and fire codes, insurance requirements, earthquake preparedness; Report risk, safety, security and liability concerns in a timely manner to the Director and assist to improve and implement safety solutions.
 - Oversee and implement program initiatives, such as life skills, and social and recreational programming.
 - Work to resolve safety issues related to hoarding, fire safety, trespassing and pest control, arrears, inspections, notices and work orders.
 - Strive for low vacancy rates: anticipate turnovers and develop appropriate alternatives to eviction.

- If necessary, work with legal services to prepare tribunal documents; attend hearings and mediation.
- Respond to on-call emergencies
- Carry out additional management and other duties as identified from time to time by the executive director.

What sets you apart

- Thorough understanding colonialism, violence, homelessness, poverty, mental health, substance use, and their intersectionality.
- Proven ability to develop effective services for individuals and communities facing the above challenges.
- Ability to exercise excellent judgment, flexibility, creativity, and sensitivity to changing situations and needs.
- leadership to enable support workers to develop collaborative strategies and responses that support continued development in women and their children, and
- Ability to provide continuity of care from intake through end-of-stay, with the goal of building resilience and independence.
- Proven ability to develop and implement program initiatives and partnerships.
- Excellent interpersonal and communication skills, which promote effective working relationships amongst program staff, other AMCS teams, program participants and external agencies.
- Sound financial and budget management skills.
- Ability to challenge staff and participants in a positive and creative way.
- Group facilitation and policy development skills.
- Strong conflict resolution, negotiation, and crisis prevention/intervention skills.
- Excellent multi-tasking and time management skills.
- Good writing skills
- Computer proficiency.

Position Start Date As soon as possible

Application Closing Date May 23, 2024 at 5pm or until filled

Salary \$60,000 to \$62,400 annual

Hours of Work Full-time

Additional Notes *Due to the nature of the work environment, it is required that all staff members perform duties beyond their job description, such as, but not limited to, answering phone, taking messages, helping other employees with organizing community events, and assist co-workers regardless of the program.*

Contact Information

Please submit your cover letter (please self-identify if you are of Aboriginal Ancestry) and resume to:

Name France-Emmanuelle Joly

E Contact -Mail ed@aboriginalmothercentre.ca

Website Address www.aboriginalmothercentre.ca

*Thank you for your application; AMCS will only contact successful candidates that meet the requirements for an interview.
As per hiring policies, AMCS shall give preference to qualified Aboriginal persons in all competitions.*