

## Residence Coordinator, Ishtar House Permanent Full-Time

Date Posted:	Oct 13 <sup>th</sup> , 2020
Competition #:	2020-17 (INTERNAL & EXTERNAL)
Start Date:	As soon as possible
Salary:	Grid Level 14 (\$26.94 - \$31.37)
Hours:	Tuesday to Saturday (8:30 am to 5:00 pm - total 36 hrs. /wk.) With every Second Saturday free from work
Location:	Ishtar Transition House
Reports to:	Manager, Transition House Programs

### **Job Summary**

Using an intersectional feminist approach and working under a harm reduction model, the Residence Coordinator supports the **Manager, Transition House Programs** to oversee the day-to-day operations of Ishtar Transition House. Supports and mentors staff, students and volunteers and provides feedback on program policies.

### **Key Duties and Responsibilities**

- Schedules, supervises, and evaluates staff and monitors daily operations.
- Works with the Manager to ensure that students and volunteers are supported and assigned appropriate tasks.
- Consults and liaises with staff in other Ishtar programs as well as community service agencies and professionals.
- Ensures the cleanliness, safety, security, and maintenance of the transition house in accordance with standards either directly or through delegation to staff.
- Works as a Women's Support Worker performing the duties as required.
- Shares on-call responsibilities.
- Performs other related duties as required.

### **Qualifications**

- Three years recent and relevant experience in a similar non-profit setting, women's anti-violence work preferred, or an equivalent combination of education, training and experience.
- Thorough understanding of harm reduction, especially as it relates to women, violence, mental wellness, substance use, sex work, and homelessness.
- Ability to constructively resolve conflict with colleagues and women accessing services.
- Feminist perspective, empathic, ability to work independently, ability to facilitate groups, team player, good oral, written and interpersonal communications skills.
- Fluency in languages other than English is a definite asset.

### **Additional Information**

- Ishtar Society is a BCGEU unionized workplace.
- This position requires some lifting.
- Must possess a valid BC Class 5 Driver's License and have a reliable vehicle (mileage paid for work use).
- Subject to Criminal Record Review



- Additional working hours may be required from time to time
- We are practicing COVID – 19 protocols.

At Ishtar, we ground our work in anti-oppressive, intersectional feminist practice. We are committed to hiring women who reflect the women who access our services. Ishtar Society honours and respects the diverse cultures, identities and knowledge among the communities in which we work and live. We work to provide a healthy, safe, and inclusive workplace where respect and diversity are recognized assets. As such, we invite First Nations, Inuit and Métis women to apply, and we welcome applications from self-identified women of all races, ethnic origins, religions, abilities, languages spoken, lived experience and sexual orientations.

To respect the privacy of all candidates, under no circumstances will applicants' names be released. Only the successful candidate will be announced.

Please send a cover letter explaining why you are applying and what you would bring to this position as well as a current resume to [employment@ishtarsociety.org](mailto:employment@ishtarsociety.org).

**Closing Date: open until filled**