



ann davis transition society

## **Ann Davis Transition Society**

**Job Title:** Transitional Housing Coordinator

**Job Site:** Ann Davis Transition Society

**Reports to:** Director of Housing and Outreach

**Hours:** 5 days a week

**Job Posting:** Open until filled

**Start date:** Immediately

**Wage-**Competitive

### **Summary:**

The position is primarily responsible for managing the Transitional House and Program by overseeing the house itself, scheduling staff for shifts, producing monthly reports, and managing other programs as assigned. The position must have an adept understanding of domestic violence, mental wellness, homelessness, and exploitation of persons, as well as actively display empathy, skillful problem-solving aptitude, and sensitivity to cultural and racial influences and discriminatory biases. Knowledge of the housing sector, case management, and operational excellence are key. The person should be self-motivated and able to work in a team atmosphere while being able to perform independently and make difficult decisions when required. This role monitors and directs all program staff in overseeing performance management in a unionized environment and is accountable for embedding operation excellence practices, and reviewing all policy, procedure, and practice of our housing programs. This position is dependent on funding and the budgetary limitations of Ann Davis Transition Society. The position works closely with all levels of the Ann Davis Transition Society team and reports to the Director of Housing and Outreach and is a member of the Leadership Team.

### **Primary Role accountabilities:**

- Collaborate on and implement policies, standard operational processes, and client engagement strategies, ensuring optimal and safe delivery of Ann Davis Transition Society services for clients.
- Collaborate on and implement project plans, delivering projects on time, within scope, and budget.
- Conduct a post-implementation review to assess the degree to which the project achieved defined objectives.
- Prepare reports and maintain records to ensure transparent and accurate reporting to Executive Director.
- A strong feminist analysis of violence against women which addresses the understanding of power and its interconnections among gender, race, class, physical ability, sexual orientation, and age as well as all forms of oppression based on the experience of colonization, religion, ethnicity, and heritage.
- Understanding of trauma informed approach to services.
- Experience providing direct service to victims of abuse.
- 2-5 years experience managing a team.



### **ann davis transition society**

- Strong computer literacy including Microsoft Word and Excel and databases.
- Strong working knowledge and experience in crisis intervention, and the ability to maintain a calm and reasonable attitude in times of stress or crisis.
- Ability to recognize personal stress from the work environment.
- Strong working knowledge of the local, provincial, and federal legislation and regulations relevant to the work.
- Demonstrated ability to be non-judgmental and provide support as required.
- Good organizational, time management, and prioritization skills.
- Strong morals and ethics, sound judgment and reasoning skills, along with a commitment to discretion, privacy, and confidentiality.
- Effective verbal, written, and interpersonal communication skills.

#### **Qualifications**

- Preferred Master's degree in a relevant sector or undergrad with relevant experience in the sector.
- Minimum 4 years experience in a supervisory role in a union environment at a non-profit
- Demonstrated experience in Human Resources and Performance management
- Taking an analytical and tactical approach to creating and sustaining operational excellence.
- Demonstrated ability to work under pressure, multi-task conflicting demands, meet deadlines, and work independently.
- Knowledge of local community resources.
- Demonstrated knowledge of the impacts of physical and emotional abuse, mental health, homelessness, and poverty.

#### **Additional Information:**

This position requires

- A satisfactory Enhanced Criminal Record Check.
- A valid class 5 driver's license and availability of personal vehicle for work purposes.
- Provide a clean ICBC driver's abstract upon hire; then every three (3) years while employed.
- Current CPR C, Naloxone, and First Aid Certificates or willingness to update.
- Willingness to work weekends and after hours if necessary on occasion.

#### **STATEMENT OF DIVERSITY**

The Ann Davis Transition Society, as a CARF Accredited, award-winning and leading non-profit organization, respects diversity and fosters social inclusion. We strive to deliver inclusive service, affirming the dignity of those we serve regardless of heritage (race, ethnicity, culture, nationality, linguistic origin, place of origin, citizenship, color, ancestry), education, beliefs, creed (religion, faith, spirituality), gender, gender identity, age, sexual orientation, physical or mental health, physical or cognitive capabilities, socio-economic status, and political belief.