



Posting - 12 – 08 – 22

**Department:** Transition House Program/Second Stage

**Please note:** Open position until filled

**Position:** Program Manager – Joy’s Place Transition House and Second Stage Housing, Tri-City Transitions Society, and other programs and/or projects as assigned. (This position is excluded from union membership)

**Position Brief:** Reporting to the Society’s Executive Director, the Program Manager, Joy’s Place, is responsible for the day-to-day operations, safety and site maintenance of Joy’s Place Transition House and Second Stage Housing, as well as the recruitment, training, supervision, and assessment of all program staff, including volunteers, practicum students, etc., in accordance with the Society’s policies and in alignment with the philosophies and values of Tri-City Transitions Society. This program operates on a 24/7 basis. Participating in the on call rotation, and some evening and weekend work will be required.

**Position Summary:** Adhering to the Society’s Mission Statement, vision, values, philosophy and policies, the Manager, Joy’s Place Transition House, and Second Stage Housing, is responsible for:

- The organization, management, development, and delivery of quality client services for the 24 hours helpline, Transition House, and Second Stage housing.
- Ensuring that service practices reflect trauma-informed and anti-oppression principles and philosophies
- Collaboratively identifying ways to improve services to ensure women-centred, safe, caring, inclusive and supportive environment for women and children accessing services.
- monitoring and maintaining documentation with respect to staff performance expectations and goals ensuring Transition House team is demonstrating trauma-informed and intersectional practices and completing probationary and annual performance reviews
- Building and maintaining a positive workplace and program culture by applying best leadership practices, and consistently modelling the organization’s values, principles, philosophies, etc. to staff and women and children accessing services.
- Participating in budgeting and monitoring program expenses

**Qualifications:** We would love to hear from those who:

- Have a passion about working in the anti-violence field and who can demonstrate previous experience in paid or unpaid work in this field
- Have a strong knowledge and linkage to community services and system available to women and children who have experienced or are at risk of experiencing violence
- Think critically and communicate clearly verbally and in writing
- Can juggle multiple and often conflicting responsibilities
- Have training in conflict resolution and mediation/non violent crisis intervention
- Have previous experience working in a transition house
- MUST have previous successful experience supervising
- Have relevant post secondary education

**Compensation:** This is a full-time salaried position and offers a competitive salary and benefits package.

If you are interested in this position, please notify by email

**Jatinder Bhatti, Executive Interim Director**

**Email: [info@tricitytransitions.com](mailto:info@tricitytransitions.com)**

**Closing date for Applicants : Open until filled**