

## Director Anawim Women's House

**This position is responsible for program policies and services for women, many of whom have experienced violence and trauma perpetrated predominantly by men. The position is therefore only open to female applicants and is an exception to the British Columbia Human Rights Code as permitted by Section 13(4) of the Code.**

### **Summary:**

Anawim Companions Society ([Anawimhouse.com](http://Anawimhouse.com)) is hiring for the position of Women's House Director for its brand new 7-bedroom family-style home in Greater Victoria set to open the spring of 2023.

This house will provide communal living for up to seven single women (the house is unable to accommodate children) who through a variety of life circumstances have experienced trauma, poverty and/or health issues and are at risk of homelessness. This is a multifaceted position that works closely with the women residents supporting and encouraging them in their journeys out of poverty. The position is also the staff leader and house administrator.

It is anticipated that some of the women residents may stay a couple of years while they move towards independence. Others will have shorter stays. This position will create a warm and supportive communal living environment, using conflict mediation and resolution skills as well as crisis intervention and provide a safe space to talk. The position will facilitate the residents connecting with each other and staff as well as with counselling and other professionals in the community as needed.

The position is particularly suited for a woman experienced in delivering women's community social services who wants to work with a small group in a communal living environment where the women are individually and collectively working towards their long-term goals.

Please include contact information for three references that can speak to your experience working with women in community social services. References will be contacted after the interview phase and before an offer is made.

The successful applicant will be required to complete the provincial government's criminal record check prior to commencement of employment

**Applications will be accepted until end of day (midnight) January 27, 2023. Any questions regarding the position or The Anawim's Companions Society may be submitted through 'apply' link above.**

Please refer to the following pages for the detailed job description and qualifications.

**Anawim Companions Society**  
**Women's House Director Job Description**  
**\$69,000 to \$73,500 per annum based on 40-hour work week**

The purposes of the Anawim Companions Society are:

- a. support people in poverty to make empowering changes in their lives by incorporating the following values: Family, Healthy Living, Addressing Poverty and Compassion; and
- b. advocate for the vulnerable with dignity and loving compassion.

The Women's House Director provides caring and compassionate leadership and direction to the residents and staff of Anawim Women's House, a seven-room communal living home in Greater Victoria.

The Director:

1. Engages with the residents to develop and achieve their plans to move out of physical, emotional, spiritual or social poverty; supports the residents in a way that promotes self determination and the health of the communal-living environment in the residence; and ensures that additional help, care, and counselling, as needed, are provided to the residents.
2. Develops, implements and evaluates House goals, objectives, policies and procedures and ensures the required standards are maintained. Identifies both physical and program needs of the House to the Board of Directors (the Board) and makes recommendations to the Board for policy revisions as required. Plans with staff for changes.
3. Schedules, supervises, and evaluates House staff and monitors daily operations. Leads the recruiting and selecting of staff under the direction of the Board and provides guidance, training and orientation on policies, procedures, techniques, report preparation or other matters arising in the residence. Identifies the needs of staff for professional development.
4. Under the direction of the Board develops and oversees an effective resident intake program to review potential residents based on priority and on suitability policies approved by the Board.
5. Provides leadership and guidance and participates with staff, families (when appropriate) and others in planning and providing resident plans, case conferencing, case management and the preparation of related documents and reports. Ensures the completion of residential agreements, personal service plans, outcome reports and exit plans for residents.
6. Monitors, authorizes and allocates expenditures within the operating budget including overseeing administration of an appropriate salary grid for staff and assists the Treasurer and the Board in preparing the annual budget. Prepares and maintains related documentation. Develops House financial management policies for Board approval and implements the policies for the collection of residential rent payments and the appropriate financial controls including a policy for varying a resident's rent from the standard established by the Board.

7. Creates and maintains a system of records to track regulatory and compliance requirements under the *Community Care and Assisted Living Act* and any other relevant regulation governing the operation of the Women's House. This includes house conflicts and critical incidents both in date order and by resident, as well as financial management activities, resident progress and relevant data required to support the Board's program evaluation requirements.
8. Liaises with other social service agencies supporting women and with the community, government, families, officials and professionals.
9. Supports the Board in planning and carrying out fundraising activities.
10. Ensures the cleanliness, safety, security and maintenance of the House in accordance with all regulatory standards either directly or through delegation to staff.
11. Oversees the efficient and cost-effective maintenance of the residence's inventory of supplies including nutritious food supplies.
12. Works as a residence worker performing the duties as required.
13. Performs other related duties as required.

**Qualifications:**

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**Education and Knowledge**

- Baccalaureate Degree or Diploma in a related human/social service field program which may include mental health and substance use
- A combination of related experience and education may be considered
- Knowledge of current and social issues related to homelessness, mental illness and addiction
- Knowledge of community social service resources
- Training in or knowledge of nonviolent crisis intervention techniques

**Experience**

- Five years experience within a not-for-profit community social services context working with the homeless and/or in addictions and mental health with three years in a leadership position and a one-year minimum experience supervising staff
- Preferred experience working within a small environment with an emphasis on creating a warm and communal environment
- Demonstrated knowledge of principles and practices in the following areas: Client/resident relations, program planning and evaluation, financial management, property management, conflict resolution, arbitrations, personnel recruitment and development, community development, and contract reporting.
- Experience planning and directing special projects.
- Experience in public speaking

- Demonstrated experience using standard office computer software

**Skills, Abilities and Certifications**

- Strong interpersonal and leadership skills, including the ability to lead with warmth, compassion and a cheerful positive outlook
- Demonstrated conflict mediation and resolution skills as well as crisis intervention
- Ability to use a collaborative approach to problem solving
- Preference for a valid Driver's Licence
- Required to complete the provincial government's criminal record check prior to commencement of employment
- Preference for current certification for Food Safe, CPR/First Aid and Naloxone at time of application. Consideration may be given to an applicant who does not yet have all of these requirements.

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