

<u>Employer/Company</u> Fort Nelson Aboriginal Friendship Society		<u>Job Title</u> Women's Transitional Housing Coordinator	
<u>Posting Date</u> February 10, 2023	<u>Closing Date</u> TBD	<u>Start Date</u> ASAP	<u>Location</u> Fort Nelson, BC
<u># of Vacancies</u> 1	<u>Permanent/Fulltime</u> 35-40 hrs per week/ 7-8 hours per day	<u>Wage</u> Negotiable based on experience	<u>Driver's License:</u> Yes, Class 5
<u>Please apply in the manner specified:</u> Email: executivedirector.fnafs@northwestel.net			<u>Contact Person</u> Linda Ashdown
<p>Summary:</p> <p>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 excellent practices, and reviewing all policy, procedure, and practice of our housing programs. This position is dependent on funding and the budgetary limitations of Transition Society. The position works closely with all levels of the Transition Society team and reports directly to the Director.</p> <p>Primary Role accountabilities</p> <ul style="list-style-type: none"> • 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 it's interconnections among gender, race, culture, 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 and standard policy procedures. • Experience providing direct service to victims of abuse. • 2-5 years experience managing a team. • Strong computer literacy including Microsoft Word and Excel databases. • Strong working knowledge and experience in crisis intervention, and the ability to maintain a calm and reasonable attitude in times of stress of 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-judgemental and provide support as required. 			

- Good organizational, time management, and prioritization 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 non-profit agency.
- Demonstrated knowledge of the impacts of physical and emotional abuse, mental health, homelessness, and poverty.

Additional Information:

This Position requires:

- A satisfactory Enhanced Criminal Records 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.
- Must abide by the Fort Nelson Aboriginal Friendship Society's Code of Ethics.