



Posting - 12 – 08 – 22

Department: Transition House Program/Second Stage

Please note: Open position until filled

Union exclusion

Salary Range: \$72,9996.00 to \$80,296.00 plus extended

medical benefits including Municipal Pension Plan

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. This position requires on call, some evening and weekend work will also 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 and time lines
- Have training in conflict resolution and mediation/nonviolent crisis intervention
- MUST have previous experience working in a transition house/Residential programs
- MUST have previous successful experience supervising
- Have relevant post-secondary education

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

Email: info@tricitytransitions.com

Closing date for Applicants : Open until filled