

Job Posting

#22.21 SITE SUPERVISOR

This posting is open to all qualified applicants.

Our Place Society (OPS) is an organization founded on progressive Christian values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcomed. **A team approach is critical to living out our mission and values and to directing our work.**

Position Overview:

Come join our Supported Housing and Shelters Team!

Many homeless people have been housed in various new supported housing sites and you could be an important part of the teams offering support to this population and helping change the homeless situation in Victoria!

This position will be located at one of our transitional shelter sites in the downtown core. Reporting to the Manager of Housing & Shelters, you will be responsible for assisting them in managing the site.

Duties:

- Create a safe, welcoming and calming environment for the men and women entering our facility. Stay observant of the environment and provide calming intervention as required to ensure the safety of everyone and policies are being respected.
- Assist with employee performance evaluations, scheduling, statistics, payroll and other admin tasks as required.
- Thorough knowledge of Case management in regards to implementation, responsibilities, and integrating applications.
- Taking minutes for staff meetings and community meetings as required.
- Collaborate with team/ management in program evaluation and program development.
- Provide first response to crisis intervention as required. Communicate with team members and Housing & Shelter Manager and work alongside them to deescalate and resolve situations. Call for assistance when appropriate. Report all incidents, observations, and unsafe conditions through the proper channels.
- Provide Supervision/direction to all Supported Housing Staff in conjunction with the Manager. Directing and supporting Team Lead Staff. Involved with onboarding and training new staff.
- Acts as an advocate on behalf of family members, working for rightful justice and fair treatment, taking appropriate action to assist. Working with family members to build life skills and move toward permanent housing.

- Overseeing the Intake Process as they arrive into the Supported Home.
- Keep facility in a clean and tidy state at all times.
- Maintain a professional yet compassionate relationship with family members.
- Works alongside and provides leadership, support and training to volunteers in their roles serving family members/residents for OPS.

Qualifications:***Education and Experience:***

- Any post-secondary education is an asset with preference in the human and social services field in a Degree, Diploma or Certificate program such as: BSW, Mental Health Worker, Community Health Worker, Mental Health and Addiction Worker and Social Services Worker.
- Equivalent experience in the community social services sector with working knowledge of community support agencies and resources will be considered.
- Knowledge of current social issues related to homelessness, mental illness and drug addiction is essential.

Skills and Abilities:

- Some Supervisory experience is required.
- Experience working with marginalized populations is essential.
- Proficient in Excel, Outlook, and Word.
- A clear understanding of Statistical Terms and Concepts.
- Comprehensive knowledge in revising program Policies and Procedures.
- Skilled in problem solving and demonstrates strong analytical abilities.
- Strong ability to foster an environment for employee/ resident engagement.
- Familiarity with related resources and other services, such as welfare system, addiction and mental health support agencies.
- Demonstrated ability to work with challenging behavior and stressful situations.
- Demonstrated ability to apply safe work procedures.
- Non-Violent Crisis Intervention training and First Aid Certification an asset.
- Naloxone training an asset.
- Flexible and tolerant attitude to diverse cultures.
- Ability to work independently.
- Ability to communicate effectively with clients and co-workers both verbally and in writing.
- Effective personal boundary setting skills with both clients and co-workers.
- Demonstrated problem solving skills.
- Strong multi-tasking skills

Working Conditions:

Shifts: Full Time, Day Shifts, 37.5 hours per week. May be required to work on weekends and holidays occasionally.

Compensation: \$27.18 - \$33.46 per hour. Plus 3 weeks' vacation.



Hope and Belonging

Benefits: Excellent full employer paid benefits after successful completion of 3 months of full-time employment.

How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience and qualifications by 4:30 p.m. Tuesday, March 1, 2022 to careers@ourplacesociety.com or to Our Place Society, Attention Marion Hoadley, HR Director, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote “File **#22.21 Site Supervisor**” in the subject line.

Please note: All applications must have a cover letter to be considered.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.