

Just a Warm Sleep Operations Supervisor

Part-Time Temporary

Term Position September to April

Anticipated start date: ASAP

Salary: \$24.45 per hour plus \$1.00 evening premium

Shift: Typically 6:00 to 11:30 p.m. with flex time as needed

Reports to: Housing/Shelter Lead

About 1JustCity

1JustCity operates drop-in sites in three vulnerable Winnipeg neighborhoods: the West End, West Broadway, and Osborne Village. In the winter months, we also operate an Emergency Overnight Warming Shelter called Just a Warm Sleep.

We provide services to over 1200 unique individuals weekly and work with people living in poverty; experiencing homelessness or precarious housing, mental health issues and/or addiction, social isolation, oppression due to race or gender identity, and more.

Learn more: 1justcity.ca.

Job Purpose

The Just a Warm Sleep (JAWS) Operations Supervisor is responsible for oversight of the day-to-day operations of the shelter that runs November to March each year. Reporting to the Housing/Shelter Lead, the Operations Supervisor provides support and supervision of the intake staff, volunteers and Community Safety Hosts.



Duties and Responsibilities

- Provides supervision of the intake staff, volunteers and daily functioning of the shelter.
- Trains staff/volunteers and supervises procedures as directed by the Housing/Shelter Lead.
- Assists with the daily operational tasks such as setting up the space, preparing bagged food, cleaning, intake procedures and community resource referrals.
- Attends and assists with all escalated situations, incidents, and emergencies.
- Provides conflict resolution, crisis intervention, perform first aid, complete incident reports and submit to the Housing/Shelter Lead.
- Review JAWS daily communication log and meet daily with Housing/Shelter Lead.
- Monitor, restock supplies and submit supply requests to Housing/Shelter Lead.

Education and Qualifications

- Clear Criminal Record check with vulnerable sector, child and adult abuse registry checks.
- Basic First Aid with CPR Level C and AED training.
- Opioid Overdose and Naloxone training.
- 3-5 years of experience working with homeless, marginalized, generational trauma, exploited populations.
- Knowledge of urban homelessness systems and initiatives, with ability to navigate community resources and government agencies.
- Experience or willingness to learn Homeless Individuals and Families Information System (HIFIS).
- Minimum 1 year experience in a supervisory position.
- Valid driver's license and daily access to a vehicle is required.
- Qualified Indigenous applicants with specified education and/or life experience will be prioritized.

Skills and Abilities

- Knowledge and training in working with vulnerable populations experiencing drug or alcohol dependencies, mental illness, and homelessness.
- Knowledge of the impacts of colonization, residential schools, the 60's scoop, child welfare system, and the genocide of Indigenous peoples.
- Excellent interpersonal listening, oral and written communication, and conflict de-escalation and resolution skills, combined with the ability to maintain a positive collaborative relationship among staff.
- Strong communication and interpersonal skills and ability to build relationships with individuals from diverse backgrounds.
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- Ability to work independently and as a positive member of the team.
- Ability to work in a high stress environment with a non-judgemental and accepting attitude.
- Ability to practice personal and professional boundaries.
- Ability to be on-call.
- Demonstrates analytical and problem solving skills.

Working Conditions

- This position requires flexible hours to allow for attendance at meetings and may include oversight and support on evenings, holidays, or weekends.
- Fast paced environment with occasional high pressure or emergency situations.
- Work is performed primarily in a shelter location, using standard office equipment including laptop.
- Some physical work, including lifting, bending, climbing stairs, carrying up to 35 pounds is likely.
- Possibility to encounter sharps, weapons, harmful substances and other high risk materials.

1JustCity is an equal opportunity employer and we encourage individuals of minority, who are comfortable, to self-identify. Preference will be given to Indigenous candidates

Please submit a resume and cover letter to the attention of the Hiring Committee with the title of the position in the subject line. The cover letter should indicate how your experience meets the job requirements. Please include contact information (phone number and/or email address) in your application.

Please apply on ca.indeed.com or by email: jobpostings@1justcity.ca

We thank everyone for their interest, however only candidates selected for an interview will be contacted.