

## Housing/Shelter Lead

### Full-time Permanent

40 hours per week

**Anticipated start date:** ASAP



**Salary:** Salary commensurate with experience.

5 Step Salary Scale with annual performance based increases.

Annual COLA increases.

Generous Benefit package.

**Shift:** November 1 to March 31 10:00 a.m. to 6:30 p.m.

April to October 8:00 a.m. to 4:30 p.m. (flexible).

**Reports to:** Executive Director

### 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](https://1justcity.ca).

## **Job Description**

The Housing/Shelter Lead manages the full operation of the housing program year round, and the shelter from November 1st - March 31st.

As a member of the Leadership Team, the Housing/Shelter Lead has a pivotal role in the organization and the community.

### **Duties and Responsibilities**

- Provide supervision to the Housing Program Team at all three 1JustCity locations and manages the Overnight Shelter Team.
- Manage all operations of the Just a Warm Sleep shelter from November - March including organizing food, security, recruiting and training staff and volunteers.
- Build relationships and collaborate with outside agencies, outreach organizations and other entities supporting similar populations.
- Attend sector working group meetings on behalf of 1JustCity. Support participants in obtaining and transitioning into housing, and maintaining their housing through systems navigation, supportive counseling, education, and advocacy.
- Manage a caseload of individuals who require ongoing support in obtaining housing or keeping the housing they have through eviction prevention.
- Ability to navigate community resources and Government systems, with advanced knowledge of the Manitoba Residential Tenancies Act.
- Attend weekly leadership meetings with the Executive Director, the 1JustCity Site Leads and Indigenous Cultural Program Lead.
- Consistently perform duties following 1JustCity Pillars - Loving the Underloved; Working Towards Reconciliation; Growing Individual's Capacity; Building Inclusive Communities and principals - Be Safe; Be Responsible; Be Respectful.

### **Human Resources Planning and Management**

- Participate in the selection of staff and volunteers, review resumes and interview candidates.
- Verify essential documentation required for each position and ensure it is submitted to administration.
- Train new staff and volunteers, support and supervise duties.
- Evaluate performance of staff using SMART goal strategy.

## **Operational Planning and Management**

- Develop and monitor statistical information gathering tools for housing and shelter programs.
- Complete monthly, quarterly and annual funding reports in coordination with financial administration.
- Manage program funds, budgets and item inventory levels.
- Authorize purchases of housing goods and services and maintain inventory spreadsheets.
- Maintain Just a Warm Sleep Shelter Operations Manual, ensure adequate staffing levels, monitor supplies inventory, collaborate with contract security, and oversee all operations for the shelter.
- Participate in on-call rotation during shelter months.

## **Education and Qualifications:**

- 3-5 years of experience working in the housing sector is required. A University or College degree in a Human Services field or relevant experience.
- Experience providing support to populations who have drug or alcohol dependencies, mental health challenges, trauma, homelessness, or poverty.
- Possess computer skills including a proficiency with MS Office, Google Suite, and the ability to learn new programs required to collect data according to funder requirements.
- Experience in grants, funding and statistical information gathering.
- Experience in the Homeless Individuals and Families Information System (HIFIS4) considered an asset.
- Applied Suicide Intervention Training, First Aid/CPR, NVCI, and PHIA.
- Current Criminal Record Check including Vulnerable Sector, Child Abuse Check and Adult Abuse Check.
- Valid driver's license and daily access to a vehicle is required.
- Advanced knowledge of the Residential Tenancies Act and Branch.
- Qualified Indigenous applicants with specified education and/or life experience will be prioritized.

## **Skills and Abilities:**

- Ability to coordinate and facilitate presentations to community members.
- Knowledge and training in working with vulnerable populations experiencing addictions, mental illness, crisis and homelessness.
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- Knowledge of the impacts of colonization, residential schools, the 60's scoop, child welfare system, and the genocide of Indigenous peoples.
- Excellent interpersonal skills and conflict de-escalation and resolution skills, combined with the ability to maintain a positive, collaborative relationship among staff.
- Ability to effectively manage budgets and resources.
- Strong organizational, planning, and time management skills with the ability to complete and submit time sensitive reporting.
- Ability to work independently and as a positive member of the team.
- Ability to work in a high stress environment, and practice personal and professional boundaries.
- Ability to be on-call and use personal vehicles for work related duties and travel.
- Demonstrate analytical assessments with exceptional problem solving skills.

## **Working Conditions**

- Close contact environment setting with staff, volunteers and vulnerable community population.
- Physical demands including lifting, stairs, walking, standing or sitting for long periods.
- Shared office environment with ability to close off from activity areas.
- High pressure and emergency situations periodically.
- Typical hours: Monday - Friday, however, may require weekend, evening and/or holidays.
- Work is performed primarily in an office setting location, using standard office equipment.

*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](https://ca.indeed.com) or by email: [jobpostings@1justcity.ca](mailto:jobpostings@1justcity.ca)

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