



Employment Opportunity: Shelter Manager

Location: Halifax, NS

Salary Range: To be determined based on qualifications & experience

Employment Term: Contract term January 2021-December 31, 2021 (possible renewal), Full time (40 hours per week)

Reports To: Executive Director- Mi'kmaq Native Friendship Centre

General Description:

Mi'kmaq Native Friendship Centre is centrally located in the urban Indigenous community of Halifax and is looking for **One (1) Shelter Manager**. The Emergency Shelter is a program of the Mi'kmaq Native Friendship Centre which provides safe shelter accommodations, services and referrals for clients. This position will be responsible for the overseeing (not limited to) overall operation of the shelter, budgeting, fundraising, proposal writing, staffing, and client supervision. The Shelter Manager will ensure the shelter is safe, secure and orderly residence which meets provincial and municipal health standards; will treat all clients and staff with dignity and respect and provide support for clients with the goal of achieving housing in the community. We are looking for a dynamic employee who is willing to work hard to ensure the promotion of The Mi'kmaq Native Friendship Centre's Mission, Value and Visions.

Key Responsibilities:

- Ensure that program delivery is congruent with the Mi'kmaq Native Friendship Centres mission, vision and philosophy
- Provide oversight, assessment and ongoing development of programs and services offered by the shelter
- Responsible for meeting all contractual deadlines and funding requirements.
- Develops plans for and provide ongoing assessment, guidance and coaching for the Case Management team in the area of planning and best practices when working with individuals
- Periods of "on-call" for emergencies will be required
- Utilize and maintain the MNFC database and input client information using HIFIS.
- Maintain accurate, concise and current files according to professional and organizational service standards
- Provide consultation, supervision and training to staff as required
- Hold a leadership role in quality improvement opportunities within the team as well as the organization
- Provide leadership in the development, implementation and engagement around the administration of community-based researched practices
- Leadership competencies required: decisiveness, strategic orientation, change leadership, motivation, support, team leadership, effective interactive communication, self-awareness, and personal impact, partnering and relationship building and intercultural and diversity proficiency
- Demonstrates initiative and creativity to develop programs and services that reduce the barriers for people who are homeless and promotes better health and social outcomes
- Complete yearly staff performance evaluations and leave time tracking (vac/ sick leave)
- Proposal writing for current and new funding opportunities

- Track project/ program budgets and spending to ensure accurate spending/ record keeping of expenses
- Develop policies, procedures and protocols of the shelter and operational needs
- Assists when required with marketing program & literature development
- Attend professional development opportunities as required
- Adhere to all the Mi'kmaw Native Friendship Centre policies

Qualifications:

- Diploma / certification in community social services; or education in mental health, addictions, concurrent disorders/ co-occurring disorders and social work.
- Minimum of 2 years of relevant work related experience, 3 years of project management and supervision experience or combination
- Comprehensive knowledge of community resources, programs and services including ESIA, local/ provincial housing, subsidy programs and residential tenancy rights and regulations
- Demonstrated skills in coaching teams through developing new practices in working with clients based on models of practice
- Demonstrated ability to work cooperatively and collaboratively as a part of an inter-professional team
- Demonstrated ability to work independently
- Demonstrated ability to represent and respect client interests
- Demonstrated ability to take initiative and prove leadership in areas of expertise
- Successful applicant will be required to provide a Criminal Record Check (Vulnerable Sector Check), proof of Level C First Aid & Non-Violent Crisis Intervention Certification as a condition of employment
- Experience with Microsoft Office (word, excel, outlook, access, power point)
- Must have a valid driver's license and access to a reliable vehicle as travel may be required

Application Deadline: Position Open Until Filled

Submit Resume to: HR@mymnfc.com with Subject: "Shelter Manager"

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel working within this job title.

The Mi'kmaw Native Friendship Centre is an equal opportunity employer; and complies with all fair employment practices laws. We are committed to providing a workplace free from unlawful discrimination and harassment and prohibit the same against employees, applicants or other covered persons by co-workers, supervisors, managers, or third parties based on a person's race, color, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, age, veterans status, disability unrelated to job requirements, ethnicity, genetic information, military service, political affiliation, marital status and pregnancy or other protected status.

Qualified Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Mi'kmaw Native Friendship Centre (MNFC) reserves the right to refuse all applications for employment. The MNFC will not assume any expenses related to this or any job application process included and not limited to travel, relocation, and application development.

Covid-19 potential impact- This position is requires the incumbent to work onsite as the program is deemed an essential service. There are current COVID -19 restrictions in place, use of PPE as well as social distancing for safety of staff and community.

*Only those applicants who are screened in for an interview will be contacted.