



**YWCA**  
REGINA

A TURNING POINT  
FOR WOMEN  
UN POINT TOURNANT  
POUR LES FEMMES

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## Director of Women's Housing, YWCA Regina

January 30, 2019

**Hours of Work:** 37.5 hours per week

**Length of Employment:** Permanent

**Open to:** Internal and External applicants

The YWCA Regina exists to support all women and families in the realization of their full potential which benefits the community as a whole.

- Women and families are safe, secure and free from gender-based violence. They have access to safe, affordable and stable housing.
- Women and families are empowered and supported in accessing tools and navigating systems to advance their wellness and are thriving, respected and valued through the process.
- The community benefits from the full and equal inclusion and advancement of women and families because their experiences and perspectives are built into the foundation of all facets of society.

### Position Description

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Under the supervision of the Senior Director of Housing and as a member of the Women's Housing management team, the Director of Women's Housing has a primary responsibility of providing oversight and leadership to the Women's Housing department.

### Responsibilities include:

*Human Resources:* The Director will foster a cohesive and effective staff team that work collectively to deliver high quality programs, supports, and services to women and their families. This will include direct supervision of Program Managers of My Aunt's Place, Isabel Johnson Shelter/Kikinaw Residence, and Outreach, focused on coaching, feedback, fostering professional development, and completing regular performance reviews and accountability agreements. The Director will work with Program Managers to facilitate the recruitment, retention, and disciplinary processes in the Department, as well as creating and implementing the annual training plan. The Director must foster strong professional relationships with the management team and front-line staff, implementing YWCA values through action.

*Program Development:* This position is responsible for ensuring a high quality of programming, supports, and services being provided, including implementing best practices in client support, case management, and systems navigation. The Director will identify opportunities to refine and improve service where possible, including a continuation of incorporating trauma-informed care, harm reduction, and culturally safe practices in Women's Housing. The Director will achieve this through setting and meeting annual outcomes for the Women's

Housing department and ensuring the annual training plan supports these outcomes. The Director must ensure that program delivery is consistent with YWCA Regina's values and strategic plan and will foster positive working relationships with other YWCA departments, community partners, and external agencies in order to inform best practices.

*Administration:* With support and involvement from the Women's Housing management team, the Director will coordinate and maintain the policies, systems, and processes necessary to ensure the program is operating efficiently and is achieving desired outcomes. The Director will also ensure all reporting, licensing, and other contract requirements are met and oversee efficient trauma-informed data collection processes and systems that meet the requirements of funding agreements. With involvement from the Women's Housing management team, the Director will monitor program budgets and participate in the annual budget planning process. The Director will also be responsible for other duties that arise in the operation of the Women's Housing Department, including being on-call one weekend per month and working front-line in Women's Housing programs in emergency situations.

### **Qualifications:**

- A degree in a relevant field such as administration, social sciences, social work, or management, and/or 2-3 years management experience;
- Proven administration, supervisory and leadership skills;
- Experience working with Indigenous communities and women experiencing violence, addictions, and/or homelessness;
- Excellent oral and written communication, interpersonal, and negotiation skills;
- Extensive experience in organizational, financial management, non-profit management and program development and delivery;
- Proven skills in relationship development, fostering a team, and effective coaching;
- A sound knowledge of residential agency operations;
- Ability to deal with high stress situations;
- A valid Saskatchewan driver's license.

**To Apply:** Submit cover letter and resume to Hillary Aitken, Senior Director of Housing at [hillarya@ywcaregina.com](mailto:hillarya@ywcaregina.com) or fax 306-525-2171 or drop off/mail to 1940 McIntyre Street, Regina, SK, S4P 2R3 by February 12, 2019.