



Home Operator, My Aunt's Place

January 15, 2018

Hours of Work: Monday to Friday, 11:00-6:30

Length of Employment: Permanent

Start Date: February 12th, 2018

Open to: internal and external applicants

Position Description

The Home Operator works under the direct supervision of the Manager and under the general supervision of the Director of Women's Housing to ensure the facility runs in an efficient and effective manner. She will work in conjunction with all other MAP staff toward creating a welcoming and safe environment for residents.

Duties of this position include:

Client Support

- Creating an inviting space for residents
- Being sensitive to the needs of individuals who have experienced trauma
- Being flexible and accommodating to the needs of residents

Meal Preparation and Kitchen Maintenance

- Creating weekly meal plans for 25 people that are:
 - Nutritional – including fresh fruit and vegetable options as much as possible
 - Economical
- Ensuring there is sufficient food available for meals (breakfast, lunch, supper), snacks, and school lunches;
- Encourage and provide opportunities for residents to assist in meal planning and preparation
- Creating and maintaining an inventory of grocery and household needs, securing vendors and arranging deliveries;
- Working with coworkers to ensure groceries are properly stored;
- Ensure spending is in accordance with set budget for food, cleaning, and other program needs – consulting with the manager as needs arise for the program.
- Ensure all receipts and records pertaining to the physical building, food and vehicle are kept and forwarded to the finance department.

Facility and Vehicle

- Complete cleaning tasks as per the task list associated with this position;

- Ensure a high standard of cleanliness in the facility by working closely with the staff team to identify gaps, trends, and issues that are connected with keeping this high standard;
- Maintain daily communication with other staff team members, especially the Overnight House Support Workers to ensure required tasks are communicated amongst the Team;
- Coordinating maintenance needs for the building and grounds with the Maintenance Department and manager;
- Coordinating with the Maintenance Department and manager regarding schedules of trades and other technical support;
- Coordinating regularly scheduled maintenance of the vehicle;
- Maintain regular communication with the Manager to bring forward any maintenance/cleaning/house operation issues, successes, challenges in a timely fashion.

Requirements

- 2 years related experience (planning and preparing nutritious meals for large groups, following a budget, overseeing maintenance, maintaining cleanliness);
- Understanding of complex issues related to homelessness, including addiction, mental wellness, poverty, trauma, etc;
- Non-judgmental attitude and firm boundaries;
- Knowledge of Trauma Informed Care
- **First Aid/CPR**
- **Safe Food Handling Certificate**
- **Valid Saskatchewan driver's license**
- Effective communication skills
- Demonstrated respect for children and families of various backgrounds
- Skill in problem-solving, managing multiple demands, and responding appropriately to incidents and needs as they arise
- Staff must maintain strict confidentiality in performing the duties of the position.

Preference will be given to candidates of Indigenous Ancestry.

To apply: Submit resume and cover letter to Janet Tzupa, Director at 1940 McIntyre St Regina SK, S4P 2R3; by fax 306-525-2171; or by email janett@ywcaregina.com by January 31st, 2018.

No Phone Calls please.