



YWCA
REGINA

A TURNING POINT
FOR WOMEN
UN POINT TOURNANT
POUR LES FEMMES

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Manager of Isabel Johnson Shelter and Kikinaw Women's Residence, YWCA Regina

Hours of Work: 37.5 hours/week

Length of Employment: Permanent

Start Date: Immediate

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

Under the supervision of the Director of Housing and as a member of the Women's Housing management team, the Manager is responsible for overseeing all aspects of the day-to-day operations of the Isabel Johnson Shelter, an emergency shelter for women and children experiencing domestic violence, and Kikinaw Residence, an affordable supported housing facility for women. The Manager will create a trauma informed, communal environment for the residents, and encourage a healthy team culture amongst program staff focused on collaboration, a respectful approach to challenging issues, and a culture of ongoing learning and incorporation of best practices.

Responsibilities include:

Human Resources: The Manager will foster a cohesive and effective staff team that works collectively to support clients. This will include direct supervision of staff in the Isabel Johnson Shelter and Kikinaw Residence, and Outreach, focused on coaching, feedback, fostering professional development, and completing regular performance reviews and accountability agreements. The Manager will work with the Director of Women's Housing to advertise, interview, and hire new staff when needed; communicate personnel changes to Finance (payroll Authorizations, new hire forms, etc); develop shift schedules and maintain effective procedures for filling shifts; and track employee sick/vacation time. The Manager will facilitate and lead regular communication within the team, including leading regular staff meetings, notifying staff of upcoming events, and connecting staff to the other departments in Women's Housing and the entire YWCA. With support from the Director, the Manager will implement the annual training plan, while also identify ongoing staff training needs.

Program Development: Working collaboratively with the Director of Women's Housing and Senior Director of Housing, the Manager will ensure a high quality of programming, supports, and services being provided, including leading best practices in client support, case management, and systems navigation that are based on the principles of trauma-informed

practice, harm reduction, cultural safety, Housing First, and feminism. The Manager will coordinate and maintain the policies, procedures, and systems necessary to ensure the program is operating efficiently and effectively and is achieving desired outcomes and will look for opportunities to refine and improve service where possible. As necessary, the Manager will attend relevant community meetings/events and will foster a good working relationship with community partners.

Administration: The Manager will oversee efficient and effective data collection, with careful attention to requirements set out in funding agreements. With support from the Director of Women's Housing, the Manager will ensure all reporting and licencing requirements are met and will oversee the general maintenance and operations of the Isabel Johnson Shelter and Kikinaw Residence. The Manager will monitor and approve budgeted expenditures and ensure spending for both salary and non-salary expenses falls within the budget. The Manager will also be responsible for other duties that arise in the operation of the Isabel Johnson Shelter and Kikinaw Residence, including being on-call one weekend per month and working front-line in emergency situations.

Weekly Tasks:

- Debrief situations with staff and coach for ongoing professional development
- Review invoices/receipts and submit to Finance

Monthly Tasks:

- Facilitate staff meetings
- Monitor budget
- Develop shift schedules and approve payroll
- Provide on-call support one weekend per month

Quarterly – Annual Tasks

- Recruit, hire, and train new staff
- Complete annual accountability agreements and performance reviews
- Participate in Women's Housing Departmental meetings
- Complete funding reporting requirements

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;
- 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: Please submit resume and cover letter to Hillary Aitken, Senior Director of Housing, hillarya@ywcaregina.com or fax 306-525-2171 or drop off/mail to 1940 McIntyre St, Regina, SK, S4P 2R3 by March 18, 2019.