



YWCA
REGINA

A TURNING POINT
FOR WOMEN
UN POINT TOURNANT
POUR LES FEMMES

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Director of Children's Housing, YWCA Regina

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 general supervision of the Senior Director of Housing, this position is responsible for the oversight of children's housing programs, which currently include Kids in Transition Shelter, Parker Place, and Evergreen House. The Director will lead a team of Managers and front line staff to provide exceptional programs and services with a focus on continuous improvement while also encouraging a healthy team culture that enhances collaboration, with a respectful approach to challenging issues. The Director of Children's Housing will work on community solutions to advancing the fundamental rights and freedoms for women and girls through programs and services that empower healthy, engage children and youth; foster healthier families and speak out for women and families.

Responsibilities include:

Program Development: This position is responsible for the overall quality of programming being provided, including:

- Maintain high quality service/programming informed by best practices in the field;
- Look for opportunities to advocate for, refine and improve program where possible;
- Identify and coordinate appropriate training opportunities;
- Maintain current knowledge of relevant program development and ensure that staff are made aware of the information;
- Ensure that the YWCA's philosophy and objectives are consistent with program delivery;



Human Resources: The Director will foster a cohesive and effective staff team that work collectively to support children. Specific responsibilities include:

- Direct supervision of program Managers including coaching, direct feedback, fostering professional growth;
- Make decisions regarding hiring of new staff in cooperation with program Managers;
- Provide consultation and guidance to Managers on personnel issues with front line staff. In the event that disciplinary action is required (formal warnings, performance improvement plans or termination), work cooperatively with Managers to carry out the action, with the final decision and responsibility resting with the Director;
- Foster strong and positive relationships at both front line and management levels throughout the department, proving a strong example of professionalism and integrity through actions. Exemplify YWCA and departmental values and philosophy.
- Maintain a presence in the program locations, including attending front line staff meetings where possible;
- Assume duties of Manager when necessary due to vacation, illness, or a vacant manager position. Occasionally this will mean filling in a front line shift;
- Identify staff training needs and work cooperatively with Managers to plan and deliver training.

Administration and Accountability: With input and support from the necessary players, this position will coordinate and maintain the policies, systems and processes necessary to ensure the programs are operating efficiently and effectively and achieving desired outcomes. Specific responsibilities include:

- Ensure all reporting, licensing, and other contract requirements are met;
- Maintain current policies/procedures and job descriptions for all positions
- Oversee efficient and effective data collection, with careful attention to requirements set out in funding agreements;
- Ensure a good working relationship with other departments of the YWCA and with outside agencies;
- Attend relevant community meeting/events and foster a positive opinion of YWCA in the community;
- Oversee and monitor program budgets, participate in budget planning process with the Housing Management Team;
- Ensure spending for both salary and non-salary expenses falls within yearly budget;
- Other duties that may arise in the leadership of the Housing Department

Qualifications:

- A degree in social sciences, human services and / or business OR an equivalent combination of education and experience
- A proven leader with increasing scope of responsibility in the human services field, that includes direct service delivery and functional leadership experiences

- Extensive experience building effective relationships with diverse groups of individuals, including staff who are physically located in different workplaces
- Evidence working closely with and in collaboration with community partners leading in collaborative solutions to problems
- Work from a feminist, anti-oppressive / anti-racist perspective
- Excellent oral and written communication interpersonal and negotiation skills;
- A sound knowledge of human behavior and counseling theory;
- Public relations and relationship development;
- Computer skills;
- A sound knowledge of residential agency operations;
- Ability to deal with high stress situations;
- Must be able to pass security clearances as required by the Ministry of Social Services contract;
- A valid Saskatchewan driver's license.

Hours of Work: Flexible schedule based on 37.5 hours a week to meet the demand of the association

Length of Employment: Permanent

Salary: \$58,108 / year (\$29.75/hour)

Closing Date: October 22nd, 2018

Please send resume:

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