



**YWCA**  
REGINA

A TURNING POINT  
FOR WOMEN  
UN POINT TOURNANT  
POUR LES FEMMES

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## Manager, Repatriation Project

**Hours of Work:** 37.5 hours per week – with some flexibility to work evening and weekends

**Length of Employment:** Permanent

**Salary:** \$26.25 per hour/ \$51,187.50 per annum

The YWCA Regina exist to support all women and families in realizing their full potential to benefit the community as a whole. We work to ensure that

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

*Further, “YWCA Regina is committed to anti-colonial, anti-racist practice and to a workplace that prioritizes cultural safety. In particular, YWCA acknowledges and accepts that our social system, communities, and often our interpersonal relationships are corrupt as racism against Indigenous people prevails throughout the fabric of Canadian society. The association is committed to systemic change and to actions that further justice, truth, and reconciliation for Indigenous peoples and the society as a whole*

### Position Description

\*The Repatriation Project is a new program within the YWCA, the manager will be involved in building the staff team, and establishing the family reunification housing program. This program is set to open in late October 2021.

In close coordination with the *Directors of Women’s Housing*, and the *Human Resource and Data Manager* the *Repatriation Manager* is responsible for overseeing all aspects of the day-to-day operation of the Repatriation Project. Managers are responsible for leading and coaching a team in providing trauma-informed crisis and housing services.

Managers will work with staff in creating an environment that promotes safety, support, trust, and respect by cultivating healthy relationships and implementing programming, and will work to develop and maintain a culturally appropriate environment.

In particular, Managers will need to work closely with the *Director of Kinship and Staff Development*, and the *Director Kinship and Program Development*, as well as other managers on priorities established by the *Women’s Housing Department*.



## **Duties and Responsibilities:**

**1. Human Resources:** The Manager will support a cohesive and effective staff team that works collectively to support clients. Specifically, they will:

- Provide day to day coaching, support, information, and guidance to staff;
- Debrief conversations, incidents, and case management procedures with staff in order to continue best practice in supporting women;
- Maintain regular communications within the team
- Support the Directors to address and document personnel performance issues as they arise, and communicate plans for improvement,
- Support the Directors of *Women's Housing*, and the *Director of Training and Development*, to identify and implement staff training

**2. Administration and Accountability:** With input and support from the *Women's Housing Department*, this position will support the coordination of policies, systems and processes necessary to ensure the program is operating efficiently and effectively and is achieving desired outcomes. Specifically, they will:

- Maintain high quality service/programming informed by best practices in the field;
- Look for opportunities to refine and improve service where possible;
- Oversee efficient, effective, and trauma-informed data collection, with careful attention to requirements set out in funding agreements;
- In cooperation with Director of Women's Housing, meet all reporting and licencing requirements;
- Ensure a good working relationship with other departments of the YWCA and with outside agencies;
- Attend relevant community meeting/events as requested;
- Oversee the general maintenance and operations of the program;
- Code, submit, and track receipts/invoices and ensure spending for both salary and non-salary expenses falls within the budget as provided by Directors of Women's Housing;
- Other duties that may arise in the operation of the program or the YWCA.

**3. Engagement with Indigenous Communities and Culture:** Managers and staff are expected to work towards developing familiarity with Indigenous cultural traditions and an engagement with Indigenous people and communities.

## **Qualifications:**

A working knowledge of both administration and program needs. A solid knowledge of family residential agency operations is essential.

- Knowledge of Indigenous culture, history, and practice, as well as evidence of extensive engagement with and commitment to Indigenous community;
- Demonstrated experience working with the complex needs of people experiencing homelessness;
- Bachelor's degree in Social Work, Sociology or other human service field OR an equivalent combination of education and experience;

- Good managerial and organizational abilities, previous personnel management experience preferred;
- Crisis intervention skills;
- Strong leadership and clear understanding of teamwork;

**To apply:** Submit a cover letter and resume including three professional references with email and phone contact to:

Samantha Soriano-Hale, *Director of Kinship and Program Development* - [samanthas@ywcaregina.com](mailto:samanthas@ywcaregina.com) by October 20, 2021. We invite applicants to voluntarily self-identify as Indigenous (First Nation, non-status, Metis, or Inuit) in the cover letter and/or resume. Only applicants selected for an interview will be contacted. No phone calls please.