



**YWCA**  
REGINA

A TURNING POINT  
FOR WOMEN  
UN POINT TOURNANT  
POUR LES FEMMES

1940 McIntyre Street  
Regina, SK S4P 2R3  
Phone: 306.525.2141  
Fax: 306.525.2171

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www.ywcaregina.com

## Home Operator, Women's Housing

**Hours of Work:** Full-time (37.5 hours/week)

**Length of Employment:** Permanent

**Wage:** \$22.35/hour

**Deadline for Applications:** August 18, 2022

**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 Manager of My Aunt's Place and the Director of Women's Housing, the Home Operator develops menus and implements meal preparation that positively impact the development of women and children staying at My Aunt's Place. This position works in collaboration with the rest of the team including the manager to create a positive team environment and is responsible for all aspects of food planning, preparation and some aspects of house and vehicle maintenance.

### Duties and Responsibilities (include but not limited to):

- Create and maintain an environment that is both trauma informed and culturally relevant;
- Act as positive role model for the clients, including them in daily routines and activities where possible;
- Actively work towards developing familiarity with Indigenous cultural traditions and engagement with Indigenous people and communities.
- Maintain current knowledge of the Canadian Food guide standards and healthy nutrition for women and children.
- Maintaining health standards and safety procedures;
- Development of weekly menus that meet the dietary needs of clients;
- Prepare nutritious and economical meals;
- Purchasing and acquisition of groceries and household supplies;



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- Coaching and providing direction on nutrition and meal preparation to the rest of the team;
- Identify household repair needs and coordinating repairs;
- Maintaining budget - tracking purchases and completing corresponding paperwork;
- Coordinate regularly scheduled maintenance of the vehicle;
- Office support when necessary, answering phone calls, recording relevant information in the log book and client case notes;
- Monitoring cleanliness of the home and delegation of task through the shelter manager

#### **Qualifications:**

- Experience working with Indigenous communities and cultures;
- Food Safe Handling Certificate;
- 2 or more years of commercial cooking/food preparation is preferred;
- **Demonstrated experience working with the complex needs of people experiencing homelessness;**
- **Knowledge of the Child Welfare system, Trauma Informed Care, and Family Violence would be an asset;**
- Ability to work independently and with a team:
- Accurate record keeping ability and basic computer skills (knowledge of HIFIS would be an asset);
- Good communication and organizational abilities;
- Crisis intervention skills;
- Cultural awareness, and respect for women and children of various backgrounds;
- **Class 5 driver's license;**
- **Valid First Aid/CPR certification**

To apply: Forward resume and cover letter to Tammy McMillan, Manager of My Aunts Place at [tammym@ywcaregina.com](mailto:tammym@ywcaregina.com) by August 18, 2022. Only those selected for an interview will be contacted. No phone calls please.