

JOB POSTING: Shelter Supervisor
Permanent, Full Time (40 hours/week)
Application Deadline: April 9, 2016

Changing lives for over a decade, the YES Shelter for Youth and Families is itself at an exciting time of growth and change in our provision of shelter, education, and transitional supports in Peterborough. YES' Shelter Supervisor fosters a safe, productive, and positive work environment to best meet our staff and clients' needs and support their strengths. If you are looking for a fast paced, flexible, and rewarding leadership role with opportunity for innovation and impact, please apply to join our team.

Major Responsibilities:

- Supervise, coordinate and manage the activities of YES staff in providing emergency shelter, transitional housing, and related services to youth and families
- Provide direction and coaching to staff including recruitment, recognition, performance management, staff meetings/communication, and training
- Play a leadership role in front line case management of clients to attain and maintain housing. This includes reviewing resident progress/stays and coordinating staff efforts to support clients, including some direct case management of clients
- Ensure the development and delivery of effective programs and services, including data collection and evaluation to assess the changing needs of youth and families.
- Create/maintain procedures and communication methods to foster productivity, team satisfaction, and meet all policy and legislative requirements
- Produce a staff schedule, ensuring adequate coverage at all times. Ensure the provision of on-call supervision, including participating in a rotational on-call schedule
- Act as YES' Privacy Officer and Management rep on Joint Occupational Health and Safety Committee
- Participate in short and long range agency and program planning

Qualifications:

- Post-secondary degree in a related discipline with a minimum of three-year supervisory experience in a related setting (preferably residential)
- Knowledge of and commitment to evidence-based, harm reduction, concurrent disorder prepared, and strengths-based approaches related to homeless youth and families
- Ability to work proactively with staff using a collaborative and strengths-based management style, including coaching and mentoring skills
- Strong ability to use a computer database and other software to keep notes and produce reports/statistics
- Thorough knowledge of relevant community resources
- Demonstrated skills to deliver direct services to marginalized youth and families; Motivational interviewing skills and trauma-informed approach preferred; Clinical supervision skills an asset
- Ability to multi-task and high level of initiative
- Excellent organizational, communication, and partnership building skills
- Effective crisis management and strong problem solving/decision making skills
- Skills in program evaluation an asset
- Certification required: Standard First Aid, Safe Food Handlers, Applied Suicide Intervention Training (ASIST), Non-Violent-Crisis Intervention, WHMIS, Health and Safety Management Level, knowledge of privacy legislation, valid driver's license, acceptable criminal reference check

YES offers a dynamic working environment, industry-competitive wages and benefits, schedule flexibility, and opportunities to grow professionally with the agency while meaningfully applying your skills and values in service to disadvantaged youth and families.

Application:

Apply by April 9 via www.charityvillage.com with your resume and cover letter outlining your qualifications and interest in the Shelter Supervisor position (with 3 references) to Suzanne Galloway, Executive Director. Please indicate your availability for an interview on April 18 and 19 between 2-8pm.

The YES Shelter for Youth and Families appreciates all interest in our work. Only candidates selected for an interview will be contacted.

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