



Employment Opportunity

Position: Manager

Program: Youth Housing

Position Type: Out-of-scope

Employment Terms: Full Time

Duration: Temporary: Permanent

Compensation: Competitive Non-Profit Sector wages and compensation package

Position Location: Moose Jaw, SK

Application Process: Email resume and cover letter to hr@sk.johnhoward.ca

Apply By: 2:00 pm (CST), August 2nd, 2023

Vacancies: 1

Job Summary:

Under the supervision of the Director of Operations, or their designate, the Manager of Youth Housing will provide support to the Director of Operations, as well as the caseworkers and other staff in the associated programs.

Primary Responsibilities:

Financial

- Meeting program outcome measures and contract compliance
- Maintain house budgets
- Maintain and oversee daily operational spending

Operational

- Oversight of all programming
- Weekly and emergency staff scheduling
- Supervision of staff
- Case management support and oversight
- Assist with complex case plans for youth
- Sign-off on incident reports
- Make referrals, complete screening and placements for youth in the programs

Administrative/Human Resources

- Interviewing and Hiring
- Annual Reviews
- Mentoring and coaching of staff
- Discipline Process
- Oversight of program staff
- Provide new staff with an orientation program
- Arrange shadow shifts for new staff

In addition:

- Write population sheets and provide regular statistics to Provincial Office for reporting purposes
- Property management (including houses and vehicles)
- Carry the on-call phone
- Submission of reserve requests
- Perform other duties as assigned

Qualifications:

- University Bachelor's degree in the Human Services sector
- Work experience in a residential setting, with experience in intensive case management
- Experience in a supervisor/management role
- Compliance with the designated Risk Management policies of the National John Howard Society
- A valid driver's license
- Clean Criminal Record/Vulnerable Sector check

Assets

- Experience managing staff in a unionized environment
- First Aid and CPR
- Suicide Intervention training
- Non-Violent Crisis Intervention
- Food Safety training

Knowledge:

- A commitment to the philosophy, goals, and objectives of the John Howard Society.
- Some familiarity with the problems and characteristics of disadvantaged persons
- A working knowledge and experience working in a residential facility for at risk youth

Skills:

- Excellent communication, organizational, interpersonal, and time management skills
- Exceptional writing and case management skills
- Demonstrated ability to maintain positive relationships with youth, other staff, clients, businesses, government representative, etc.
- Demonstrated skills in providing supervision to youth

The above statements reflect general details considered necessary to describe the principal functions of the job and shall not be construed as the detailed description of all work assignments that may be inherent to the position.