



Beausoleil First Nation

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Date Posted: 11/21/23

SHELTER DIRECTOR

DEPARTMENT:	Shelter Services	FULL TIME/PART TIME:	Full-Time
REPORTS TO:	Band Administrator	SALARY GRID:	\$70,000.00- \$80,000.00
CLOSING DATE:	12/08/2023	CLASSIFICATION	ESSENTIAL

SUMMARY:

The Shelter Director is primarily responsible to provide high level guidance and oversight to Beausoleil Emergency Shelter Services in its entirety with respect to the guidance and direction of the Social Advisory Circle. Responsible for development of effective shelter operations and family prevention programming that meets the needs of service users and community, the Shelter Director will implement the strategic direction of Beausoleil First Nation's service needs.

The Shelter Director will support the recruitment of qualified staff, provide overall management, operation and supervision to the shelter program, developing and overseeing (managing) the program budget, developing and implementing, shelter standards, policies and procedures, participating in obtaining and maintaining compliance with agreements, grants, contracts, and reports while integrating the program with others in the organization.

The Shelter Director will build and sustain strong relationships with all stakeholders, will provide support and information to the Social Advisory Circle, functioning within legislative requirements, relating to shelter services and maintaining the mandate, vision, objectives, philosophy and values of the organization that encompasses services to women, men and children and families.

RESPONSIBILITIES

- Must have a thorough understanding of family violence, human trafficking and sexual assault; dynamics of abuse and its effects on individual, family and community
- Sensitive to Anishinaabe culture and traditions, the diversity concerning culture, values and customs and the Impact of assimilation and colonization on the community
- Awareness of traditional and non-traditional community resources
- Understanding of Provincial and Federal funding sources as it relates to family violence and sexual assault
- Current Provincial and Federal legislation relating to shelter services
- Canada Labour Laws, Child & Youth; Family Services Act, Freedom of Information and Protection of Privacy Act, Canadian Human Rights Act
- Clinical expertise in service delivery of a Family Violence, Sexual Assault organization and Mental Health
- Business issues, processes and outcomes as they impact the organization's strategic goals
- Uphold and maintain the fiduciary responsibility to the organization
- Demonstrate a good understanding of the financial environment in which the Beausoleil Shelter operates
- Collaborate with other service leaders in community to develop referral and service agreements
- Understand, respect and model behaviors that reflect the vision, mission, values and organizational philosophy for the Beausoleil Shelter Services
- Oversee the maintenance and productivity of all units within the organization
- Competently write proposals and reports

- Supervise and provide supportive leadership to all staff in an objective, respectful and sensitive manner
- Keep well-informed of new theories and approaches in the field of family violence and sexual assault
- Sensitively work with community members with complaints and concerns and respond effectively and sensitively to controversial and complex issues
- Develop, maintain and model quality time management skills
- Assess, prioritize and complete multiple responsibilities
- Work in a highly stressful, high risk environment

PERSONAL SUITABILITY:

- Conduct self in a professional manner in all venues
- Strong interpersonal skills
- Maintains and respects healthy boundaries with all individuals
- Able to demonstrate personal and professional ethics; responsibility, initiative and cooperation
- Foster teamwork by providing a safe, quality working environment for staff
- Objective, respectful and sensitive in the performance of all duties
- Makes rational, realistic and sound decisions based on consideration of all the facts and alternatives available
- Completing all duties will be in the strictest of confidence

QUALIFICATIONS:

- Master of Social Work Degree or relevant discipline with a minimum five years related work experience in a managerial role within a social work setting
- Minimum of five years experience in the provision of management and supervision of personnel
- Experience in program and policy development
- Excellent interpersonal, written, presentation and verbal skills
- Demonstrated track record identifying strategic issues, developing and implementing action plans
- Proven ability to manage annual operating budget

MANDATORY REQUIREMENTS

- Must provide a clear criminal record check and Vulnerable Sector Screening upon employment
- Must have access to a safe vehicle for use on the job and a valid driver's license
- Must provide an acceptable driver's abstract and possess a valid driver's license and personal Liability and Property Damage insurance coverage for at least 2,000,000.00
- Must be willing to work flexible hours including weekends, evening and holidays as required

DIRECT SUPERVISOR: Dan Monague

Applications can be delivered to the Beausoleil First Nation Administration Building. Applications must consist of the following: Cover letter, resume and 3 employment references Copies of relevant Diploma/Certificates. Your application package must be clearly marked with your name and the position you are applying for. Faxed or e-mailed applications are acceptable, jobs@chimnissing.ca.

Thank you to all who apply, however, only those selected for an interview will be contacted.