

JOB DESCRIPTION

Job Title: HOUSING MANAGER

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Author: Valery Puetz
Job Location: Rose Harbour
Supervisor: Executive Director
Status: Management (union exempt)

Job Profile

Job Summary:

The Housing Manager works as a member of the Housing and Outreach team and in consultation with the Executive Director supervising and coordinating programming, service delivery and staffing at Rose Harbour and Palmer Place.

Job Duties:

- 1) Rose Harbour programs;
 - Develop, implement and maintain operating procedures for intake, orientation and discharge of tenants
 - Participate in the development and amendment of policy and procedures in relation to housing and outreach services.
 - Develop, implement and maintain programs for tenants
 - Maintain resource materials
- 2) Supervision of service delivery;
 - Ensure appropriate service delivery to clients
 - Ensure application of policy and procedures
 - Ensure client confidentiality is maintained
 - Ensure a safe, warm and trusting environment
 - Develop, implement and maintain safety and security procedures
 - Provide mediation for tenant conflict
 - Participate and/or approve any information provided to the Ministry of Children and Family Development about clients
 - Provide back-up to on program staff when off duty
- 3) Building and property maintenance and safety
 - Manages and supervises building maintenance and renewal program
 - Manages building maintenance contracts
 - Ensure a safe environment for tenants and staff
 - Monitor safety and fire drill procedures
- 4) Staff supervision
 - Supervise program staff

- Support program staff in the provision of services to clients
 - Supervise or delegate supervision of volunteers
 - Assign workload
 - Arrange staff schedules
 - Fill vacancies
 - Define or clarify job duties not specifically outlined in the appropriate job description
 - Authorize leaves in accordance with the collective agreement
 - Ensure application of the collective agreement (in consultation with the Executive Director)
 - Orient new staff
 - Participate in the planning and delivery of in-service training for staff
 - Complete employee evaluation on an annual basis
 - Coach employees regarding performance issues
 - Provide progressive discipline as needed, in consultation with the Executive Director
 - Work with the Executive Director in hiring and termination as required
 - Provide mediation between employees in conflict
- 5) Provide direct service to clients
- Provide conflict resolution
 - Provide ‘after-hours’ response to tenants of Rose Harbour one week / four weeks
- 6) Record Keeping;
- Ensure the collection of statistical information
 - Ensures that accurate program and tenant records are maintained
 - Prepare a monthly report for the Executive Director including occupancy and workload levels
 - Prepare reports (statistical and other) for inclusion with the Executive Director’s report to the Board of Directors and the Society membership at the Annual General Meeting
 - Oversee the employee attendance records and leave banks
 - Ensure the maintenance of confidentiality
- 7) Financial
- Participate in budget development
 - Manage financial resources and expenses within approved budget
 - Oversee resource materials
- 8) Miscellaneous
- Abide by CRNITS code of ethics and philosophy
 - Abide by CRNITS Policy and Procedures
 - Maintain confidentiality according to Policy and Procedures

- Maintain current knowledge of issues related to the abuse of women and children, addiction and homelessness
- Continue to upgrade skills through staff and professional development
- Attend staff meetings regularly
- Special projects as directed by the Executive Director
- Other related duties

Working Conditions

This position is in a residential facility and requires a high level of adaptability. The work requires dealing with people in crisis situations and managing emergencies is an ongoing expectation.

This position requires the carrying of a pager to be accessible for staff backup at all times of the day and night and may require work outside of normal office hours, including weekends.

Human Profile

Technical Skills

Education

- Bachelor's degree in a relevant field
- Equivalent training and experience

Experience

- Minimum of 2 years in a housing facility preferably for hard to house individuals or women's second stage housing.
- Minimum 1 year in a management position
- Minimum 1 year in a position supervising staff

Qualifications/Training

- Emergency First Aid Certification
- Excellent written and oral communication skills
- Counselling and Crisis intervention skills
- Knowledge and understanding of abuse of women and children, addiction, homelessness and trauma.
- Leadership and supervisory skills
- Good interviewing and assessment skills
- Group facilitation skills
- Computer and office software literacy

Requirements

- Transportation
- Criminal Record check and Criminal Record Review
- Not in an abusive relationship for at least one year

Performance Skills

Mental Demands

- Possesses and is able to apply a feminist perspective
- Ability to relate well to clients in crisis regardless of ethnic, religious, or socioeconomic status, sexual orientation, age, physical or mental ability
- Able to manage stressful work and fluctuating workload
- Able to make sound judgments
- Adaptable
- Has initiative
- Respectful in all communication with clients, staff and other agencies
- Organized and processes time management skills