



Employment Opportunity - Posting The Salvation Army Alberta & Northern Territories Division

Job Title:	Shelter Supervisor	Competition #:	1
Ministry Unit Name:	NWT Resource Centre & Bailey House	Status/Hours:	Regular Full Time, 40 hours per week
Salary Range:	\$52,128 (min) - \$71,000	Date posted:	June 29, 2021
Work Address:	4926-45 Street, Yellowknife	Posting Expires:	July 14, 2021
Applications Accepted By:			
E-mail: cover letter and resume to navneet.sekhon@salvationarmy.ca Please no phone calls.		Mail: n/a	
MISSION AND VALUES:			
<p>The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.</p> <p>Mission Statement The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.</p> <p>Core Values The Salvation Army Canada and Bermuda has four core values: Hope: We give hope through the power of the gospel of Jesus Christ. Service: We reach out to support others without discrimination. Dignity: We respect and value each other, recognizing everyone's worth. Stewardship: We responsibly manage the resources entrusted to us.</p>			
JOB DESCRIPTION:			
<p>POSITION PURPOSE SUMMARY: The Men's Emergency Shelter Supervisor provides guidance, support, and supervision to the Men's Emergency Shelter Program. The three key areas of responsibility include supervision of frontline staff, provision of services to shelter guests, and overall administration of the program.</p> <p>KEY RESPONSIBILITIES:</p> <p>Supervisory</p> <ul style="list-style-type: none">• Participates in recruitment, screening, interviewing, reference checks, and onboarding of shelter staff in coordination with Human Relations• Provides support, guidance, coaching and direction to shelter staff• Oversees employee performance and, as required, issues first level staff discipline, including verbal warnings• Assess and provide formal and informal staff training• Ensures staff compliance with policy and procedures and training			

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- Coordinate, prepare, attend, and facilitates staff meetings
- Prepares and maintains shift schedules, including vacation planning, timekeeping

Program Management

- Oversees the development and operation of the shelter program(s)
- Oversee the operation of the Men's Emergency Shelter department
- Provide crisis intervention for incidents involving staff and/or guests. This includes follow-up support as needed
- Maintain a safe, supportive, Trauma Informed environment within the shelter.
- Promotes an environment free of discrimination, harassment, and other forms of workplace violence
- Monitor facility to maintain safety of guests and shelter space
- Ensure guest registration data and case notes are entered and maintained in HIFIS

Administration

- Monitors records such as incident reports, case notes, logbooks, and communication book
- Communicate observations and interactions with guests to Shelter caseworker
- Complete monthly statistical reports and other reporting (i.e., funder directed) as required
- Maintain records in compliance with the established Salvation Army's policy on Retention of Documents or as directed by the funder
- Assists with the development, updating and evaluation of agency policy and procedures and ensures staff compliance with policy and procedures
- Assumes after hours on-call duties as required.
- While onsite, responds to inquiries/emergencies from evening/night staff from all departments as needed
- Comply with Salvation Army policy and procedures
- Update staff timesheets in the online payroll system (UltiPro)

Community Involvement

- Engage with relevant agencies for case conferences and problem-solving relating to specific guests
- Ensure ongoing positive inter-agency relationships
- Act as the primary contact for contracting agencies regarding client issues and referrals

Performs other related duties as assigned by the Programs Manager

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

**NOTE: For some jobs, you may be required to provide validated educational documentation.*

Education, Qualifications and Certifications:

- Degree in Social Services or equivalent
- Addictions Certification (diploma or certificate) an asset
- Valid First Aid Certification

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- Valid Non-violent Crisis Intervention or Verbal Judo
- Suicide Intervention Certification preferred
- Valid Class 5 driver's license an asset
- Safe Food Handling certificate an asset

Experience and Skilled Knowledge Requirements

- Minimum three years supervisory experience in similar setting, including at least one year of experience working with those experiencing homelessness
- Experience working with a diverse population, with sensitivity to differences in culture, religion, sexual orientation, race, age, and physical and mental illness
- Experience interviewing, and effectively communicating and interacting with individuals experiencing effects of substance use

Successful candidates, prior to hiring, may be required to provide:

- Background check consent
- A clear vulnerable sector screening
- A clean drivers abstract
- Completion of our online Armatus Abuse Training and required Health and Safety training

DAYS and HOURS of work: Monday – Friday 40 hours/week

The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.

