



## Employment Opportunity

<b>Position Title:</b> Manager, Meares Street Supportive Housing	<b>Position Number:</b> 2022- 40
<b>Department:</b> Homelessness Prevention and Shelter Services <b>Location:</b> Victoria	<b>Days/Hours of Work:</b> Monday to Friday 40hrs/wk
<b>Compensation:</b> \$70,000/annum	<b>Status:</b> Exempt <b>Union:</b>
<b>Start Date:</b> August 1, 2022	<b>Posting Period:</b> Until filled

### ABOUT BEACON:

When you join Beacon Community Services, you come to a place where you're valued. Respected. Embraced and supported by a team of skilled, talented, caring colleagues who share your passion for improving lives in our community.

We don't just talk about our values, we live them with CARE. Our team works collaboratively to deliver Compassion. Accountability. Responsiveness. Excellence.

An award-winning, highly regarded charity that's served the Greater Victoria area for 45+ years, Beacon Community Services is powered by about 260 staff and 600 volunteers who provide a wide range of community programs and services focused on helping people and improving lives – including Homelessness Prevention and Shelter Services supports to assist the most marginalized people of our community.

Our team is the heart of our community's well-being and Beacon's success. And we offer a competitive salary, comprehensive benefits package, and a rewarding, stimulating career environment where your skills, knowledge, and work make a difference every day.

### YOUR ROLE WITH BEACON:

Manager of Supportive Housing Meares Street.

Reporting to the Director of Homelessness Prevention and Shelter Services, the successful candidate will manage the day-to-day operations a new, purpose-built 50 room supportive housing building that provides individual supportive housing units, supportive programming, and case management to young adults. As Manager, you will support at-risk young adults in accessing our Shelter Services and Homelessness Prevention Services, building various personal skills, and overcoming barriers to their goals. The successful applicant must be prepared to manage in a dynamic, client-centered environment that uses evidence-based practices to support young adults in successfully transitioning from the care system, criminal justice system, and homelessness into supportive housing.

You should have a thorough knowledge of Supportive Housing best practices as well as the issues that impact housing stability, including poverty, trauma/abuse, mental illness, and substance use.

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### PRIMARY DUTIES AND RESPONSIBILITIES:

- Supervise staff and inspire them to bring their very best to work each day.
- Create an environment that is rewarding and inspiring for staff and participants.
- Maintain employee, client and volunteer confidentiality.

- Ensure a smooth intake process for participants (including both intake and discharge when necessary).
- Ensure that vacancies are filled through the Coordinated Access and Assessment process and the building has an appropriate mix of participants to ensure success for all.
- Assist in budgets, billing and reporting to funders; collect, maintain and enter statistical and other data and prepare annual and various other reports as required.
- Coordinate and execute the purchase of supplies and equipment, respecting budget allocations.
- Ensure the facility meets regulations and requirements for matters such as health, safety, and capacity and, additionally, ensure adherence to Beacon Policies and Procedures, especially those related to safety.
- Develop, implement, and revise policies and procedures for Meares Street Supportive Housing
- Hire, train, schedule, and supervise staff, including conducting performance reviews according to scheduled requirements.
- Identify, report, and take steps necessary to mitigate risks and to complete incident reports when necessary.
- Support participants in their interactions with other community support agencies.
- Network and maintain relationships with community partners relevant to homeless populations, nutrition, housing, mental health, and other services as required for the program.
- Work with the Program Coordinator and Kitchen Manager to develop effective and supportive programming for the participants and ensure the effective operation of Meares Street Supportive Housing.
- Perform other related duties as assigned.

#### **QUALIFICATIONS:**

- 3 to 5 years front-line Support Work experience in increasingly more senior roles; at least 2 of those years in a supervisory capacity in environments related to substance use, housing support and/or mental health.
- A Degree, Diploma or certificate in social work, social services, public health or a related field, or the equivalent combination of education, experience and skill-based training.
- Knowledge of homelessness and the best practices of support for vulnerable populations and an understanding of issues related to mental health needs and addictions.
- Demonstrated skill in dealing with conflict, developing consensus, and maintaining excellent working relationships with participating agencies.
- Abilities in managing data base and in project management
- Knowledge of Microsoft Office applications, comfortable using computer.
- Ability to work in diverse environments within an anti-oppression, client-centered framework.
- Availability to work evenings, overnight and weekends in a rotational emergency on-call capacity.
- Possess a Class 5 Driver's license, a clear driver's abstract, and a reliable vehicle.
- Valid First Aid and Naloxone training.
- WHMIS (to be maintained annually).

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Extensive knowledge of local organizations and resources.
- Understanding of issues related to mental health needs and addictions.
- Excellent oral and written communication skills.
- An ability to respect all clients and treat them with dignity
- Excellent interpersonal skills
- Ability to problem solve, work independently as well as part of a team.
- Positive and professional attitude

- Ability to use sound judgement while working in demanding conditions and circumstances

#### **OTHER REQUIREMENTS:**

Beacon Community Services serves vulnerable populations, including seniors, people with disabilities and children. Protecting these people and our teams on whom they rely is critical to us. Accordingly:

- All successful applicants must consent to a Solicitor General's Criminal Record Check.
  - All successful applicants must present proof of COVID-19 vaccination as a condition of hire and ongoing employment. Should you have an official vaccination exemption, kindly advise us during your job application process, so we may discuss possible accommodation options.
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#### **HOW TO JOIN US:**

All interested applicants can [Apply Now!](#) quoting the position number **2022- 40**. We look forward to hearing from you! Please note only those all applicants who are selected to continue in the recruitment process will be contacted.