



Employment Opportunity

Position Title: Manager, Homelessness Prevention Program and Out of the Rain	Position Number: 2022- 42
Department: Homelessness Prevention and Shelter Services Location: Elford Street.	Days/Hours of Work: Monday to Friday 40 hours per week.
Compensation: \$70,000/annum	Status: Exempt Union: Non-Union
Start Date: As soon as possible	Posting Period: Until filled

ABOUT BEACON:

Beacon Community Services is a well-established local charity operating in the Greater Victoria area for over 45 years. We are an award –winning and accredited organization that helps people and improves lives through a range of community programs and services than span every phase of people’s lives. We serve Southern Vancouver Island and the outer Gulf Islands with a team around 260 staff and 600 volunteers. We offer a competitive salary, comprehensive benefits package, and a rewarding, stimulating work environment.

POSITION SUMMARY:

Homelessness Prevention Program and Out of the Rain Manager

Program Manager

Reporting to the Director of Homelessness Prevention and Shelter Services, the successful candidate will support the youth and adults accessing our Shelter Services and Homelessness Prevention services by providing day-to-day operational support and supervision of all Out of the Rain and Homelessness Prevention program activities and services. The incumbents must be prepared to manage in a dynamic, values-based environment that employs evidence-based practices.

Applicants should possess a thorough knowledge of the local housing landscape as well as the issues that impact housing stability including poverty, trauma/abuse, mental illness and substance use. Demonstrated knowledge of the Residential Tenancies Act, case management practices and community service systems are essential. A minimum of 2 years of related management experience is required, as is a commitment to working within an inclusive and client centered approach.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Supervise staff, volunteers and daily operations for the Out of the Rain and Homelessness Prevention Programs.
- Maintain employee, client and volunteer confidentiality.
- Ensure provision of client services, including intake and discharge.
- Assist in budgets, billing and reporting to funder; and statistical data as required.
- Coordinate and execute the purchase of supplies and equipment, as necessary.
- Ensure that the facility meets regulations covering health, safety, and capacity requirements.
- Participate in hiring, scheduling and supervising staff and volunteers.

- Identify, report and take steps necessary to mitigate risks, completion of incident reports.
- Purchase supplies when needed according to approved budgets.
- Support participants in their interaction with other community support agencies
- Provide support to volunteers in the program.
- Maintain program statistics and enter data as needed to inform reports.
- Networking relationships with community partners relevant to homeless populations, nutrition, housing, mental health, and other services as required for the program.
- Maintain a safe and professional program for staff and clients accessing the HPP.
- Coordinate subsidy approval and dispersal.
- Collect statistics, confirm accurate statistics and provide annual reports.
- Be familiar with BCS Policies and Procedures especially those related to safety.
- 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

ADDITIONAL INFORMATION:

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.

APPLICATIONS:

All interested applicants can [Apply Now!](#) quoting the position number **2021- 42**. Please note only those applicants who are selected to continue in the recruitment process will be contacted.