

**JOB POSTING**  
**Community Services and Outreach**  
**Willow's Place/ Emma's Place**  
**Weekend Supervisor Position**  
**Part-Time, Permanent**  
**2 Positions**  
**Wage \$26.37 Per Hour**  
**Posting No. MS0535**

**KEY RESPONSIBILITIES:**

- Assist the management team to ensure the effective daily operation of the program within organizational policies and guidelines
- Share responsibility for supporting the operation of Willow's/Emma's Place; this will include supporting with townhall meetings, discharge planning, and connection with community resources
- Share the responsibility of on-boarding and mentoring new staff
- Provide performance management of staff in consultation with the Manager
- Support the ongoing review and development of programs, policies and procedures in consultation with management
- Organize and at times facilitate psycho-educational groups
- Serve on the Joint Health and Safety Committee
- Represent the program on assigned community committees, providing participation and reports in consultation with the Director, Community Services
- Participate on an on-call rotation
- Provide support to volunteers and students
- Adhere to a strict policy of confidentiality
- Work safely, identify any health and safety concerns and report to Management, and follow Mission Services' workplace health and safety policies and procedures at all times
- Other duties as required to ensure the continuation of services to program participants

**QUALIFICATIONS:**

- Minimum post-secondary diploma or degree in the human or social services sector, or equivalent experience
- Preference for two to three (2-3) years of related experience; a combination of education and experience may be considered
- Experience supporting multiply marginalized populations and individuals experiencing homelessness
- Demonstrated understanding of issues relevant to the housing crisis including knowledge of social assistance and other community resources
- Ability to enhance the program and build professional relationships with staff and other community agencies
- Confident decision maker with excellent organizational, supervisory and interpersonal skills
- Ability to work as part of a team and act as a motivator for shelter staff
- Proficiency in Microsoft Office and other management rolls
- Committed to upholding the organization's mission, values and standards

## **HOURS OF WORK:**

- 22.5 hours weekly which include 15 hrs during the weekend: day/evenings/night shifts and 7.5 during the week
- Available to be a part of an on-call rotation

## **REQUIREMENTS:**

- Police Vulnerable Sector Check
- Two-Step Tuberculosis Skin Test

**To apply for this position, please send your cover letter and resume by 5:00PM on November 01, 2024 to:**

**Jaclyn Smith, AD, Community Services and Outreach**

**Mission Services of Hamilton**

**P.O. Box 368, Hamilton, ON L8L 7W2 or email to [jsmith@mission-services.com](mailto:jsmith@mission-services.com)**

*At Mission Services of Hamilton, we value diversity in our employees and we work from an anti-racism/anti-oppression framework and strive for equity and inclusion.*

*We strive to foster an organization that reflects the diversity of the community we serve and welcome applications from all qualified candidates. We encourage applications from individuals from underserved and underrepresented cultural and racial communities, from First Nations Inuit and Metis communities, Two-Spirit, LGBTQIA+ communities, and people living with disabilities, and those with lived experience of abuse, food insecurity, homelessness, mental health difficulties and addictions.*

*Mission Services is also committed to developing an inclusive, barrier-free selection process and work environment. We thank all applicants, however, only those candidates selected for an interview will be contacted. If contacted, please advise us if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality.*