



JOB POSTING

Women's Services

ASSISTANT DIRECTOR- FULL TIME

\$50,000 - \$60,000 per annum

The Assistant Director will work closely with the Director of Women's Service and the Program Manager to provide oversight, direction and management to ensure the safe and effective operation of the VAW Emergency Residential, Transitional Support and Child Witness Programs at Inasmuch House a 37 bed VAW facility operated by Mission Services of Hamilton.

Reports to: Director of Women's Services

Direct Report(s): Program Manager

KEY RESPONSIBILITIES:

- Provide direction and oversight of daily operations and case work to ensure provision of quality supports and services in accordance with organizational and program policies and procedures, MCSS Shelter Standards, all relevant legislation and cross-sector protocols
- Coordination and management of the daily operations of Inasmuch House Transitional Housing Support Programs and Child Witness Program
- Act as a liaison with other MSH departments, VAW, homeless and outreach service providers
- Ensuring fidelity to the SARM in the Emergency Residential, Transitional Support and Child Witness programs
- Manage staff within the terms of the Collective Agreement
- Participate in staff development, including capacity building and performance management
- Orientation, training and supervision to program staff, students and volunteers
- Service delivery partnership development
- Program planning, development and evaluation
- Participate in sector coordination and collaboration within the VAW and women's homelessness sectors in Hamilton
- Participate in on-call rotation providing consultation and support to staff on shift in a 24/7 setting
- 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
- Lead all-staff meetings in consultation with Program Manager and Director

QUALIFICATIONS:

- Successful candidates will hold at minimum a diploma in Social Service Work, Assaulted Women's and Children's Counsellor, Women's Studies, Concurrent Disorders and other social services supporting vulnerable women. A degree in Social Work is preferred
- Minimum 2 years management and/or leadership experience in a unionized environment; 3 to 5 years is preferred
- Extensive understanding and knowledge of gender-based violence, child abuse, mental health disorders, addiction, poverty and homelessness
- Demonstrated understanding and knowledge of anti-oppression/anti-racist model, Safety Assessment Risk Management Model (SARM) and person-centered, trauma-informed practice
- Experience and demonstrated skill in providing coaching, training and growth focussed performance development and supervision
- Excellent organizational, interpersonal, and communication skills
- Ability to work under pressure and in crisis situations
- Confident decision maker and enthusiastic team player
- Committed to upholding the organization's mission, values and standards
- Proficiency in French considered an asset

HOURS OF WORK:

- 37.5 hours per week
- Ability to work a flexible schedule of day, afternoon, night and weekend shifts in order to meet staffing and program needs within a 24/7 setting

REQUIREMENTS:

- Police Record Check including Vulnerable Sector Check
- Two-step Tuberculosis Skin Test

To apply for this position, please send your cover letter and resume by January 15th, 2019 to:

Director of Human Resources

Mission Services of Hamilton

P.O. Box 368, Hamilton, ON L8L 7W2 or email to HR@mission-services.com

Mission Services is an equal opportunity employer – If you require an accommodation during the recruitment and selection process, please let us know. We will work with you to meet your needs.

We thank all applicants, however, only those candidates selected for an interview will be contacted.