



## EMPLOYMENT OPPORTUNITY

**"OPEN TO THE PUBLIC"**

**Anticipatory**

### **Men's Emergency Shelter Coordinator – Term Full Time (to March 31, 2018 - Dependent on Funding)**

Health & Social

Posting Date: September 11, 2017

Salary: Level 6 Range (\$61,552.27 – \$73,862.31 annually)

**Closing Date 4:00pm (PST): Until Filled**

The Men's Emergency Shelter's mandate is to provide safe and supportive shelter and services for men who are experiencing homelessness (or at risk of experiencing homelessness). Under the direction of the Director, Health & Social the Shelter Coordinator supervises and directs the Shelter Worker staff and is responsible for oversight and coordination of the safe operation of the day-to-day activities of the facilities including but not limited to design and delivery of program activities, evaluation of services, create/foster relationships with community programs, guest training in life skills including budgeting, literacy, housekeeping, pet care, and knowledge of landlord-tenant rights and responsibilities, maintenance of links with necessary services including health care, addiction treatment, mental wellness care, ID, job training or placement and volunteer opportunities. The role ensures staff management meets the Shelter's minimum requirements for job functioning, problem solving, and resident and employee discipline and that employee training meets shelter standards and funding requirements. The Shelter Coordinator, ensures support is provided to the residents of the shelter to achieve success in transitioning to housing and motivate guests to create individualized plans and realize that the shelter is their home, transitional or temporary as it maybe.

**If this opportunity interests you, please submit a cover letter & resume clearly demonstrating the qualifications below, as selection for further consideration will be based solely on the information you provide:**

#### **Essentials:**

- Minimum of two years of college preferred, with area of study in addictions, psychology, sociology, human or child development, or other human or social services. Relevant work experience in similar environment may be substituted for some college work;
- Demonstrated experience in working with people who are experiencing homelessness or low income families;
- Sensitivity to issues surrounding families experiencing homelessness, substance abuse, mental illness, or physical (dis)abilities;
- Ability to provide excellent customer service to all those in contact with agency's homelessness services;
- Ability to work under pressure;
- Experience in crisis intervention and problem solving with ability to diffuse situation without heightening the conflict;
- Ability to thrive in a flexible, fast paced and growth-oriented environment, while maintaining a positive, solution-oriented approach;
- TH Knowledge;
- Have working knowledge of community resources;
- Ability to collect and report on data required for grants and other funding sources;
- Cooperative, friendly, and helpful attitude with residents and co-workers;
- Ability to work closely with other employees to ensure positive, constructive environment within the Shelter operation;
- Strong organizational and communication skills;
- Computer literacy, including proficiency in Microsoft Office;
- Strong interpersonal skills;
- Understanding and delivery of anti-oppressive practices.

#### **Conditions of Employment:**

- WHMIS Training;
- Standard First Aid and CPR and willingness to participate in Mental Health First Aid within 6 months of hire;
- CPI, CPR and Vulnerable Screening Clearance;
- Able and willing to work all shifts (e.g., night, day, evening);
- Reliable vehicle, valid driver's license and insurance;
- Knowledge of workplace health and safety;
- Committed to upholding the shelter's mandate, values, and standards.

**A detailed job description is available upon request.**

For more information, contact Human Resources

Phone: (867) 993-7100 – EX: 112 or 126

Fax: (867) 993-6553

Email: [hrjobs@trondek.ca](mailto:hrjobs@trondek.ca)

Mail: Tr'ondëk Hwëch'in Government, P.O. Box 599, Dawson City, Yukon, Y0B 1G0

Physical Location: 1242 Front Street, Dawson City, Yukon

**We thank all applicants, but only those selected for further consideration will be contacted.**

*"To work together, to speak with one voice and to serve Tr'ondëk Hwëch'in Citizens in the pursuit of a strong, healthy, and united future."*