



Giving Hope Today

EMPLOYMENT OPPORTUNITY

The Salvation Army - Ontario Division

Job Title:	Housing Manager	Competition #:	1
Department:	Housing Departments	Position Type:	Permanent, full-time
Salary Range:	\$56,347.20 per annum	Shifts:	See below under terms and conditions.
Location:	Centre of Hope 355 Church Street, Windsor	Posting Date:	February 18, 2021
Unionized:	YES	Posting Expiry:	March 06, 2021

TERMS AND CONDITIONS

This is a **permanent full-time position**. This position is considered a management position for the purposes of the Employment Standards Act of Ontario and as such is not covered by various ESA rules, including but not limited to those related to hours of work, daily and weekly rest periods and overtime compensation. Salary is based on average minimum weekly hours of **40** per week and hours worked are compensated through the annual salary amount. **Facility operates 24/7 requiring on-call support on a 24/7 basis, returning to work as required. Required to work on a regular basis weekend and evening shifts to support a busy 24/7 facility.** Flexibility is required and as such the hours of work will vary from week to week as per operational requirements.

Travel is associated with this position.

This is a unionized environment.

Interested applicants must respond in writing with a cover letter and resume.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

MISSION AND VALUES

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.

Permanent full-time employment with The Salvation Army (25+ hours per week) will provide you with a competitive compensation and benefits package that includes vacation time, sick days, employer matching RRSP contributions, Medical, Dental and Vision Benefits, Christmas Grants and Employee and Family Assistance Program [EFAP] benefits.

Watch inspiring stories from some of those who have been helped through The Salvation Army's programs:

[The Salvation Army Support](#)

[Open House: Poverty isn't always easy to see](#)

The Salvation Army Canada and Bermuda has four core values:

Hope: We give hope through the power of the gospel of Jesus Christ.

Service: We reach out to support others without discrimination.

Dignity: We respect and value each other, recognizing everyone's worth.

Stewardship: We responsibly manage the resources entrusted to us.

JOB DESCRIPTION

1. General

- Assist with the development and implementation of policies and procedures.
- Report safety hazards, maintenance problems, equipment, or supply needs to the Program Director.
- Work with the Program Director to ensure that the programs meet contractual and legal, requirements.
- Coordinate storage and retrieval of personal items with support staff.
- Ensure that all procedures, rules, and guidelines for the safety and security of clients and staff are enforced

2. Program

- Develop, administer, and direct The Salvation Army Windsor Centre of Hope housing programs which provide services to men, ages 16 years and up.
- Assist in developing appropriate services for the clients of the Windsor Centre of Hope.
- Ensure that information available to staff/clients regarding community resources is up-to-date and accurate.
- Ensure staff is following appropriate policies with clients requiring medical attention and/or medication.
- Ensure appropriate liaison with outreach/community workers who come into the Windsor Centre of Hope.
- Ensure that program supplies are available.

3. Administration

- Develop and implement shift change procedures, logbook documentation and any other tools required for effective communication of overall client services.
- Prepare statistical and operational reports as required by The Salvation Army Windsor Centre of Hope.
- Regularly review and revise effectiveness of the client intervention/case management system.
- Ensure that shift documentation and client/case management files are properly maintained.

4. Human Resources

- Participate in hiring, orientation, employee development; provide ongoing, consistent coaching, performance feedback,





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manage evaluation of front desk, emergency shelter housing workers and residential care workers.

- Responsible for preparing, posting, maintaining departmental staff schedules to ensure staff coverage and replacement for staff absences, approving vacation time, and submitting time sheets to the Business Director.
- Ensure all front desk, emergency shelter housing, residential care workers have completed the required mandatory training, it is up to date; identify staff training needs to the Program Director.
- Identify job vacancies and follows The Salvation Army Windsor Centre of Hope hiring procedures.
- Understand and comply with Union Collective Agreement.

5. Health and Safety

- Ensure safety of staff, volunteers, and clients; ensure that the property is always secured.
- Responsible for understanding Sections 25 and 26 of the Occupational Health and Safety Act (OHSA).
- Ensure measures and procedures prescribed (OH&SA) are accomplished and all precautions taken for worker and workplace protection
- Monitor compliance with H&S Legislation; provide advice, recommendations, improvements, assist with development of company policies/guidelines/handbooks
- In consultation with Program Director, provide oversight to WSIB claims and other health and safety matters as required, including supervision of the Early and Safe Return to Work Program, proper procedures fulfilled in event of a workplace injury or illness.
- Work in compliance with OH&S Act and Regulations and The Salvation Army's H&S policies and procedures

Education, Qualifications and Certifications:

- Completion of a University Degree in Human or Social Services.
- A Social Work Degree is preferred.
- Valid Ontario Class "G" Driver's License, personal vehicle required and insurance, current copy of driver's abstract
- Must provide an original copy of a Background Check with vulnerable sector screening
- May require screening through The Salvation Army Abuse Registry.
- Alternative combinations of education and experience may be considered.

Experience and Skilled Knowledge Requirements

- Minimum of 3 years prior related experience including, in supervision, leadership, withing social services
- Experience working with a diverse population, including mental health and addictions.
- Knowledge of community-based resources; experience networking with government and social service agencies.
- Supervisor/management skills and the ability to lead, coach and motivate.
- Proficiency in Microsoft Office products is required, Word and Excel etc.
- Develop an understanding of the Mission of The Salvation Army in Canada and its implications as related to position responsibilities.

Skills and Capabilities:

- Able to work independently and participate as an active and responsible team member.
- Strong sense of integrity, professional ethics, fairness, flexibility while maintaining confidentiality
- Strong oral/written communication and listening skills: Self-motivated/disciplined
- Attention to detail, problem solving, analytical skills to organize, prioritize multiple tasks in a fast-paced environment.
- Strong interpersonal, motivational, leadership, and organizational skills to supervise, coach, manage conflict
- Develop and maintain a team environment; cooperatively and effectively resolve problems, set goals make decisions to enhance organizational effectiveness.

***The Salvation Army will accommodate candidates as required under applicable human rights legislation.
If you require a disability-related accommodation during this process, please inform us of your requirements.
Internal Applicants, please advise Department Heads of your intentions prior to submitting your application.***

Applications Accepted via:

Email : Hua.Zhang@salvationarmy.ca

Attention : Hua Zhang, Business Director

Mailing Address: 355 Church Street, Windsor ON N9A 7G9

Attention: Hua Zhang, Business Director

Please, no phone calls.

