



Siksika Family Services Corporation
Iinikokan Shelter Recovery Centre
Shelter Coordinator - PFT
Closing Date Open till suitable candidate found



GENERAL STATEMENT OF POSITION:

The Shelter Manager plays an integral role in contributing to and executing the strategic direction of the Siksika Shelter, setting, and delegating clear priorities in the development of initiatives and programs. This person will be responsible for managing the services, facility, and programs, ensuring the efficiency and effective day-to-day operation.

SUPERVISION RECEIVED: Executive Director

DUTIES AND RESPONSIBILITIES:

- Responsible for managing the day-to-day operations of programs to include the intake and referral, long-term programs.
- Work with the Siksika Nation and SFSC in support of the reporting and needs for Funding requirements in a non-profit organization with limited funding.
- Put forward proposals for new services and programs, overseeing operations, identifying and responding to policy issues that impact homelessness and poverty in the community.
- Establish key strategic partnerships and is a key liaison for government-related affairs.
- Communicate with stakeholders to keep them informed of the work of the Siksika Shelter and identify changes in the community as a result of the work incurred.
- Establish a good work relationship and collaborative arrangement across sectors, community groups, agencies, research institutes, funders, politicians, and government along with other non-profit organizations.
- Guide staff in effectively resolving difficult occupancy issues and disputes.
- Consultation with the Finance team to prepare annual operating budgets.
- Manage the approved annual budget and ensure adequate funding is available for new and existing programs, services, and operations; identify and seek out new funding opportunities.
- Custodian.
- *Due to limited space the duties of this position have been shortened but a job description will be made available if requested.*

SKILLS AND KNOWLEDGE: Ability to always supervise shelter participants with dignity and respect.

Demonstrated experience in managing staff. Strong communication skills. Knowledge of Aboriginal or Siksika culture, language and history. Engage participants in positive interactions and troubleshoot problems as they surface. Able to maintain confidentiality. And handle emergencies as they occur.

EDUCATION AND EXPERIENCE: Post secondary education in Social Development and 3 years direct related Management experience. Excellent communication skills using diplomacy.

Resumes and cover letters should be emailed to familyserviceshrm@siksikafamilyservices.com before 11:00 p.m. on posting closing date. **Please quote Competition # 069-20023 on your cover letter.**

IMPORTANT: All applications *must* be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Checks
3. Copy of Driver's Licence.
4. Vaccination Record

The Siksika Family Services (SFS) COVID 19 Vaccination Policy requires all employees to be fully vaccinated. and provide SFS Human Resources with proof of vaccination. The Siksika Family Services will provide reasonable accommodation, if the successful candidate cannot be vaccinated due to grounds protected by human rights legislation. *We thank all those applicants in advance, however only those candidates selected for an interview will be contacted*