# Cowichan Women Against Violence Society

EMPLOYMENT OPPORTUNITY

**Posting Number:** Internal/ External 2024-12

**Posting Date:** April 18, 2024 **Closing Date:** Until Position is Filled

**Position:** Transition House Assistant Manager Position

**Reporting Relationship**: Reports to Somenos House Program Supervisor

**Hours:** Shifts are Tuesday to Saturday - 2:30pm to 10:30pm (hours may be flexible for the right candidate). On-call responsibility and flexibility are required to cover, as needed, in collaboration with the Somenos House Program Manager.

**Location:** 246 Evans Street, Duncan BC V9L 1P8

**Start Date:** Immediate

**Hourly Wage:** $31 - $34 dependent on experience. Three-month midpoint probationary check in and the position is benefited after successful completion of a three-month probationary period. Benefits include RSP contributions, Self care hours, Medical, and Dental.

Assistant Manager (AM) supports the Program Manager (PM) in overseeing the Somenos Transition House Program and provides leadership, support, and supervision to the Somenos Transition House (STH) staff. The AM collaborates with the PM to help ensure all service delivery obligations are fulfilled and supports the implementation of the CWAV vision at STH.

The AM takes individual responsibility to assist in creating and maintaining a positive work environment that reflects an engaged and valued staff team. The AM reports to the PM and covers in the absence of the PM and continues to provide leadership to staff and supports where needed. The AM is responsible for providing on-call support for both complex client and staffing situations in collaboration with the PM.

**Leadership:**

* Supports the evolution of the vision for CWAV Society over time.
* Practices Servant Leadership with values-based approach. This includes strong self-awareness and reflection to continuously evolve as a leader.

● Promotes a leadership practice that reflects feminist principles that include values of:

o Shared, appropriately exercised leadership

o Equality, equity, and an analysis of power

o Collaborative, and decisive decision-making

o Transparency and confidentiality

* Establishes and maintains a strong team-based approach with STH staff in collaboration with and direction from the PM.
* Holds the big picture vision and strategic plan and understands how to support bringing it to reality through action with support and guidance from the PM.
* Seeking to actively and continuously understand anti-racism practices, builds inclusion, and embraces diversity through continuous education and personal inquiry. Supports the creation of and actively works towards creating culturally safe and sensitive spaces.
* Seeking to actively and continuously understand and incorporate trauma informed practices through continuous education and personal inquiry. Will assist to identify and promote the ongoing learning opportunities at STH, including staff development needs, collaboration opportunities, and growth plan/supervision process. This will include personal goals and identifying development opportunities pertaining to cultural humility.

**Supervision:**

AM Assist in supervision and evaluation of STH program staff, including and not limited to:

● Hiring

● Performance Coaching and Management

● Training

● Human Resources Matters

● Succession Planning and Cross-training

● Supports team development through training and is involved in recommendations re: performance for STH staff.

● Assist in the planning and facilitation of team meetings.

● While on-call the AM is a go-to amongst staff for all complex client and/or staff situations

● Supervisor on-call when PM is not.

**Cedar Blankets:**

As part of our commitment to Indigenization, the Assistant Manager (AM) will play a pivotal role in supporting and modeling the "Cedar Blankets" pilot project. This project is designed to enhance cultural and psychological safety for both clients and staff at Somenos Transition House (STH). More importantly, it serves as a pioneering step towards fostering truth and reconciliation practices within our agency and the broader community.

● The AM will support the implementation of the Cedar Blankets pilot project, ensuring its successful integration into the fabric of STH. This initiative aims to create a culturally rich and psychologically safe environment, aligning with the principles of truth and reconciliation.

● Spearhead the Cedar Blankets pilot project, modeling its principles and ensuring its seamless integration into daily operations.

● Facilitate training sessions to equip staff with the knowledge and skills necessary to embrace and embody the principles of Indigenization, fostering cultural humility, and creating a respectful atmosphere.

● Collaborate with clients to ensure their active participation in the Cedar Blankets project, creating a sense of belonging and cultural connection within the transition house.

● Implement mechanisms to assess the impact of the Cedar Blankets project on cultural and psychological safety. Regularly evaluate its effectiveness and make adjustments as needed.

● Extend the project's influence beyond the agency by engaging with the local Indigenous community. Seek partnerships and collaboration to strengthen the reach and impact of the Cedar Blankets initiative.

● Participates on committees as requested by the PS.

**Program Operations & Planning**

● Helps ensure proper administration of all record keeping and service delivery obligations of the STH program, including those relating to program budget, financial and operating areas, in keeping with all legal and contractual obligations undertaken by the society.

● Assigns and delegates work effectively where appropriate.

● Ensures compliance with all contracts; meets reporting requirements and deadlines.

● Scheduling and payroll sign offs for the team.

● Reporting to BCSTH

● Assist in office management where necessary

● Tracks all financials, reconciliations, purchasing.

● Understanding of sound financial practices and working within budgets and FTE

● Works in collaboration with the PS and Diversity, Equity and Cultural Liaison to ensure social justice priorities are reflected in STH

**Client Services:**

● The AM contributes to the achievement of high-quality client services delivered at STH through demonstrating by example and championing practices implemented by the PM.

● Offer direct services to Somenos House residents and appropriate others, as program demands require, including: general information resource work, supervisor on-call shifts and in the office, intake referral, crisis intervention, crisis and individual counselling, support, advocacy and accompaniment services, assist with facilitation of house meetings among residents to maintain cooperative living environment and assist residents to coordinate their contributions to a cooperative living environment.

● Assist program staff with information, referrals, and de-briefing as necessary.

● The AS may need, in emergency, to fill in for any STH program staff.

Professional and Legal:

● Adheres to the constitution, philosophy, policies, and procedures of the Society’s legal and contractual obligations.

● Participates in personal professional development - through activities such as workshops, conferences, and training.

● Understands and follows Human Relations Practices

Facilities Management:

● The AS oversees all day-to-day maintenance requirements for the facility and keeps the PS apprised.

● Assists in tracking all financials, reconciliations, purchasing, renovation expenditures and renovation tracking.

**Qualifications:**

* Demonstrated understanding of Indigenization principles and commitment to truth and reconciliation.
* Previous experience in leading or supporting Indigenization initiatives within an organizational context.
* Knowledge of Indigenous cultures, protocols, and practices.
* Ability to model and embody the values and principles of the Cedar Blankets project.
* A degree in a directly related field, or combination of supervision or management of a large staff team.
* A degree in a directly related human services field (social work, counselling, etc.) or equivalent gained from a combination of direct experience, training and education.
* Minimum 2-4 years recent experience in a comparable position involving crisis intervention, counselling and work with women, children, and survivors of abuse and/or sexual assault.
* Strong feminist analysis of violence against women and direct counselling experience with survivors from a feminist perspective.
* Demonstrate a strong understanding of reconciliation, decolonization, Indigenization, and the ability to work from an Indigenous lens.
* Approved Criminal Records Check
* Class 5 Drivers License and satisfactory driver’s abstract
* Current First Aid Certificate/CPR
* Experience in Non-Profit women’s organization environments.
* Have excellent communication skills, both verbal and written
* Have proven ability to supervise paid and volunteer staff and to work cooperatively with service providers in the community.
* Have knowledge and skills to plan, develop, implement, and evaluate programs.
* Flexibility, and the capacity to work both independently, and collaboratively as part of a team.

CWAVS is committed to uphold the values of equity, diversity, and inclusion. In pursuit of our values, CWAVS encourages applications from BIPOC, persons with disabilities, people of all sexual orientations, and gender identities. We are seeking applicants who will work respectfully and constructively with differences and across all levels of power.

All individuals who would contribute to the further diversification of our organization are encouraged to apply.

Please send your resume along with a cover letter telling us a bit about yourself and with details about your availability (as per above info) to racheal.rochon@cwav.org. Please quote the posting number in your cover letter.

Only short-listed applicants will be contacted.