



# House Manager Lelum 'u tu s'tsa'-elh teyt-en (House of the Honourable Mothers) Job Posting



**DATE: June 24, 2022**

<b>POSTING DATE</b>	<b>June 26, 2022</b>
<b>POSTING CLOSSES</b>	July 11, 2022
<b>POSITION</b>	<b>House Manager</b>
<b>HOURS PER WEEK</b>	<b>35</b>
<b>TERM</b>	<b>1-year term</b>
<b>START DATE</b>	<b>August 15, 2022</b>

## BACKGROUND

Lelum 'u tu s'tsa'-elh teyt-en (House of the Honourable Mothers) is a 6-bed home that provides housing and services to women that are at-risk of having their newborn removed at birth or during the first year of the infant's life.

## HOUSE MANAGER JOB DESCRIPTION

The House Manager is responsible for the overall coordination and supervision of the House for Honourable Mothers, a transition house program operated by Hiiye'yu Lelum (House of Friendship) Society.

## DUTIES

### **Administration:**

- Supervise and evaluate the 24/7 Support Worker Staff.
- Participate in hiring and orienting Support Worker staff.
- Manage the operations, including assessing, coordinating and approving staff training requests, time sheets, and leaves.
- Assist the Executive Director in negotiating contracts as required.
- Oversee the day to day management of the program. and service delivery obligations of the Program, including those relating to program, financial, budget, and operating areas, in keeping with all legal and contractual obligations undertaken by the Society.



## House Manager Position Lelum 'u tu s'tsa'-elh teyten

- Negotiate facilitation of in-house programming in conjunction with the Program Coordinator.

### **Community Relations:**

- Act as a resource person for the community and for paid and volunteer staff.
- Coordinate program promotion and advertising.
- Maintain current information about the policies and procedures of relevant community agencies.
- Continue to develop a cohesive, coordinated approach to work with MCFD and DAAs, Hospital Social Worker, Primary Care Providers, Public Health, MHSU, and other community partners involved in the resident's care plan.
- Facilitate communication with other organizations concerned with providing supportive housing for women and families with the goal of reducing the number of children going into care.

### **Facilities:**

- Ensure maintenance of all locations in which Moms & Babes House programs are delivered, so that they are safe, clean and welcoming environments.
- Communicate with Aboriginal Housing Management Association (AHMA) to fulfill maintenance schedule.
- Maintain contracts with security providers, North Cowichan, and other maintenance providers

### **Program Service:**

- Offer direct services to residents, as program demands require, including: general information resource work, crisis intervention, crisis and individual counselling, support, advocacy and accompaniment services; assist with facilitation of house meetings among residents to maintain a 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.
- Lead bi-weekly case-management meetings with support staff
- Review the database system and monitor case notes.
- The Moms & Babes House Program Supervisor may need, in emergency, to fill in for Support staff.



## House Manager Position Lelum 'u tu s'tsa'-elh teyten

### Accountability:

The House Manager:

- Reports to the Program Coordinator
- Adheres to the constitution, code of conduct, philosophy, policies and procedures of the Society.
- Represents the Society positively and professionally within the community.

### QUALIFICATIONS

The House Manager must have:

- A degree in a directly related field (Social Work, Child & Youth Care) or equivalencies gained from a combination of direct experience, training and education.
- Minimum 2 - 4 years' recent experience in a comparable position involving transition house operations, management and supervisory responsibilities, and crisis intervention and counselling work with women during the perinatal period and who have involvement with the Child Protection system.
- Strong analysis of violence against women and direct counselling experience with survivors from a feminist perspective.
- Demonstrated ability to work with a culturally diverse population.
- Understanding of Indigenous communities generally, and an understanding of Indigenous populations in Cowichan particularly.
- Satisfactory vulnerable sector criminal records check.
- Valid BC Driver's License
- Valid CPR and First Aid Certification (within two years)
- Local area travel will require the use of a personal vehicle with participant as passenger.

The House Manager will also:

- Have experience in non-profit society and family organization environments, health care, and child protection sectors



## House Manager Position Lelum 'u tu s'tsa'-elh teyten

- 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 oversee, plan, develop, implement and evaluate programs.
  - Be personable, flexible, and self-directed; and, have superior group facilitation skills.

### **Classification:**

- This is a one-year full time term position.

Please submit your resume and cover letter to Andrene Jack, [ajack@hofduncan.org](mailto:ajack@hofduncan.org) by Monday, July 11, 2022. Interviews will be conducted on July 13, 2022. We thank you for your interest, only shortlisted applicants will be contacted for an interview.