



JOB POSTING

Program Manager – Violence Against Women Site

Employment Type: Full-Time, Permanent

Hours of Work: Monday to Friday, 35 hours per week

- *Monday & Wednesday – 12:00 pm to 8:00 pm*
- *Tuesday, Thursday & Friday – 9:00 am to 5:00 pm*

On-Call Responsibilities: Scheduled based on rotation among program managers.

Salary: \$72,858 - \$77,295.05 per year (negotiable based on experience) plus On-call compensation

Benefits: Red Door offers generous benefits such as Paid Vacation, Sick Time, Health & Dental coverage, Vision care, Life & Disability coverage, and an Employee Assistance program.

Reports to: Site Manager

Start Date: June 2023

About Red Door

Red Door is a not-for-profit organization. The mission of the Red Door is to end homelessness for each family that comes through our doors by providing safe, temporary refuge and critical services to support them in healing, rebuilding their lives, and integrating back into a community. At Red Door, we strive for quality care, advocacy, collaboration, Integrity, and accountability.

Overall Responsibility

The Program Manager is responsible for ensuring the effective and efficient delivery of quality designated programs in the shelter. In addition, this position is responsible for directly supervising Program Staff, Students, and Volunteers.

Your responsibilities will include:

- Coordinates and supervises the ongoing provision of quality designated programming and services and ensures that established standards for program/shelter service delivery are met through adequate staffing and availability of appropriate supplies.
- Assists with leading the assigned portfolio to ensure successful outcomes for clients and responds to crises as required.
- Supervises Program Staff and Students (Childcare, Housing, Outreach, and Shelter Support as assigned) through various performance management processes and maintains communication systems that promote collaborative working relationships.
- Evaluates and implement training development plans, maintain staff and program schedules, and report staff hours worked to the finance department for bi-weekly payroll.



- Supervises Volunteers and Students, ensuring they are provided with an orientation, direction, and guidance to ensure positive and enriching experiences for them and the clients at the Red Door and to support them in achieving their learning objectives.
- Collaborates with the Volunteer Coordinator in matching and placing volunteers as required.
- Requirement for On-Call (to be rotated among managers)

Qualifications

- Post-secondary education in Social Services or related discipline.
- Two years of professional experience coordinating or delivering client services and supervising staff.
- Eagerness to develop a solid knowledge of shelter services and government and community resources.
- Excellent interpersonal skills, with the ability to build positive and collaborative working relationships with individuals and teams.
- Good conflict management and dispute resolution skills
- Good decision-making skills with the ability to motivate and direct others.
- Sound judgment and excellent problem-solving/crisis management skills.
- Excellent verbal and written communication skills.
- Intermediate PC skills in using Microsoft Office applications.
- Willingness to embrace the non-profit culture.
- Motivated to work in a non-profit environment.

How To Apply: Please submit your application via the web link below:

www.jobillico.com/fast-postulation/12213341

Deadline for applying: June 18, 2023 by 5:00 pm Eastern time

We thank all applicants. However, only those selected for an interview will be contacted. NO PHONE CALLS, PLEASE.

Please note: The successful candidate requires a vulnerable sector police reference check before hiring.

The Red Door is an equal opportunity agency that encourages applications from all who wish to apply. We especially welcome those who have lived experiences and affinities that align with our clients to represent best their interests, including women-identifying people, members of the 2SLGBTQ+ community, Black, Indigenous, people of colour (BIPOC), newcomers to Canada, those who have experience with homelessness and violence, and those with disabilities. Regrettably, we are not fully wheelchair accessible at our main office or Violence Against Women shelter.