



Full-Time Community Services Manager – Al Mitchell Place & Powell Street Getaway

Posting #E002-18

Lookout Housing and Health Society is a charitable organization and social safety net that provides housing and a range of support services to adults, with low or no income, who have few, if any, housing or support options. As the people we serve have challenges meeting basic needs and goals, we place minimal barriers between them and our services. We believe that helping people help themselves is essential in addressing homelessness and all the issues that surround it. Securing appropriate housing is the first and most essential step in achieving responsible independent for individuals. For more information about Lookout, please visit www.lookoutsociety.ca

Position Summary

The Manager reports to the Director of Health, and provides leadership and oversight of in all aspects of the daily 24/7 operations of the Al Mitchell Place and Powell Street Getaway programs ensuring that all clientele receive the pertinent service. The position is responsible for program planning and personnel management including scheduling, payroll, hiring, training and discipline. The successful candidate will have post-secondary education plus five (5) years of recent experience working in a non-profit environment including at least two (2) years managing programs. Salary will be negotiated depending on experience and qualifications and includes a benefits and pension plan. The schedule for this position is an average Monday through Friday 40 hour work week with an occasional requirement to work additional hours in order to meet deadlines.

Qualifications:

- Degree or Diploma in the Social Service or Management field or a suitable combination of education and experience
- Five years' experience working in the community social service sector
- A minimum of 2 years of supervisory experience in a unionized environment
- Demonstrated knowledge of income assistance, affordable housing and health resources
- A First Aid Training Certificate is an asset, must pass a satisfactory Criminal Record Check

Skills and Abilities:

- Strong collaborative approach to delivering and developing programs and services
 - Proven ability to manage and lead a staff team in a unionized environment
 - Demonstrated experience managing program budgets and delivering reports
 - Strong time management skills with the ability to organize and manage workload with multiple priorities
- Effective communication and conflict resolution skills

Please submit a **cover letter** and **resume** expressing your interest in this opportunity.

Submit to: hrmanager@lookoutsociety.ca

by 5:00 pm January 16, 2018

*Please note only shortlisted candidates will be contacted for an interview.

No phone calls please.