



Stuart Lake Shelter and Support Society
Fort St. James, V0J 1P0

Employment Posting

Supervisor – Stuart Lake Shelter and Support Society

Responsible for Supervising a culturally safe, emotional support, advocacy, information, to the “no barriers” shelter Supervising Case Workers, Cleaning Staff to provide food service and ensuring safety of clients at the shelter Provides non-judgmental support to clients while they are residents of the shelter

Duties and Responsibilities:

- Orients new staff to the shelter and ensures the necessary orientation information is shared.
- Provides emotional and crisis support, in a culturally sensitive manner, as well as information regarding options and advocacy with legal aid, police and other service providers for the residents.
- Provides referrals to community resources for the residents.
- Act as a positive role model for staff and residents to maintain the shelter in a clean, tidy and safe manner.
- Responsible for ensuring home management tasks are completed.
- Ensures bedrooms are cleaned prior to assigning to a new resident.
- Ensures necessary safety procedures are always in place
- Provides information and liaison to the general public and other agencies.
- Keeps accurate records, including statistics, client files, case notes and the Communications Log.
- Keeps accurate payroll statistics and employee files
- Schedules staff including Case Workers
- Oversees the “food program” within the shelter
- Works closely within the budget with the Treasurer
- Keeps informed of the frequent policy set out by SLSSS.
- Performs other related duties as required.

Skills and Abilities:

This position requires an individual who possesses:

- Understanding of systems of oppression and how it impacts clients who experience of homelessness;
- Knowledge and understanding of the cycle of addictions and violence as it effects on the family;
- Knowledge of the local resources, legal system, of the other systems supporting clients who experience addictions and violence;
- Excellent oral and verbal communication skills
- Excellent organizational and time management skills
- Physically able to carry out the duties of the job
- Ability to work with minimum supervision while working in a team setting

- Ability to deal with others compassionately and non-judgmentally
- Ability to work under pressure and/or stressful situations while remaining calm and collected

Education, Training and Experience:

This position requires an individual who possibly possess:

- Specialized training in addictions and violence from a recognized program;
- Team Building and leadership skills an asset
- Two years direct experience providing services to vulnerable community members.
- Provide a Criminal Records Check
- The current specified Occupational First Aid Certificate, CPR, WHMIS and Food Safe
- One year of supervisory employment
- Knowledge and ability to work with different software including word, excel, outlook, web-based emails, databases and search engines

Additional information:

- This position is required to work in a stressful environment, often dealing with clients and staff in stressful situations. Managing emergency situations is an ongoing expectation of this position. An ability to be continually self-aware of client issues, as separate from own personal issues, is essential

Reporting Relationship:

- The Supervisor reports directly to the Board of SLSSS.
- Resume and cover letter must accompany the application.

Please email a cover letter and resume to amccormick@telus.net

Deadline for Application: October 2, 2024

Salary: \$30.00 per hour

Short Term Position – October 21, 2024 – April 4, 2025
20 hours per week