

Shelter Program Manager

About DEWC

The Downtown Eastside Women's Centre exists to support and empower women and children living in extreme poverty in the Downtown Eastside of Vancouver. High levels of violence, homelessness, addictions and poverty characterize this community where women and children are particularly vulnerable to exploitation, injustice and injury. Through the Drop-In Centre and Emergency Night Shelter, we provide practical support to over 500 women and children daily to survive the conditions of ill health and violence that surround them.

The Opportunity

Reporting to the Director of Operations, the Manager of Emergency Shelter Services ("the Manager") is responsible for overseeing all the various DEWC shelter services and locations, effectively planning, coordinating, scheduling, managing, and directing the Emergency Shelter program employees. She will ensure that emergency shelter services meet the funding contract requirements as well as the philosophy, mission and mandate of the Downtown Eastside Women's Centre. The Manager under the direction of the Director of Operations is responsible for a range of human resources matters, handling emergent and routine issues. She will work collaboratively with the Manager of Drop In Services, the Manager of Specialized Services, kitchen staff at all sites, and volunteers, to ensure the smooth operation of the Emergency Shelter program.

About You

- ✓ You have at least 3 years experience in a management position supervising staff, preferable within a unionized environment.
- ✓ You have a demonstrated ability to lead and coach team members
- ✓ You will promote and articulate the mission, mandate, philosophy, and values of the Downtown Eastside Women's Centre
- ✓ You are knowledgeable of the issues impacting women in the dtes, including gender based violence, mental health, homelessness, and addictions with an understanding of trauma-informed care responses.
- ✓ You have efficient organizational skills including record keeping, scheduling, and problem-solving abilities

Benefits of Joining the DEWC Team

Healthcare: extended health includes MSP, dental, vision, prescription medications, select alternative therapies, EAP life insurance and long-term disability.

Vacation & Leave: Vacation at 6% in the first year and 8% after. Sick leave credit Access to other special leaves to handle family or personal situations.

For your Retirement: Enrolled in the Municipal Pension Plan with a matching contribution from DEWC.

Other perks: Compressed work schedule, employee loan program; Regular staff development days; DEWC employees are considered first for any open positions

POSITION DETAILS:

- Start Date: ASAP, Application Closing Date: October 19, 2021 at 5:00pm
- Tem. full-time, salaried position \$65,000 - \$ 75,000 annually + generous benefits
Submit cover letter and resume to: **Shelter Program Manager** ID# SPM412-001
via email careers@dewc.ca

For full job description visit: www.dewc.ca/career

Indigenous women and women of colour are strongly encouraged to apply / Additional languages spoken an asset.

While we thank all applicants for their interests, only shortlisted candidates will be contacted