**Cornerstone Housing for Women**

**Interim Evening Manager, The Women’s Shelter**

**Job Description**

**Service Description**

The Women’s Shelter offers emergency shelter for women at risk of homelessness. Residents are provided with safe, temporary accommodation, basic necessities, and support to work toward their personal goals for sustainable living.

**Job Summary**

The Interim Evening Manager of The Women’s Shelter is responsible for the management of evening services and programs at 172 O’Connor Street. The Interim Evening Manager supports staff to implement educational and supportive programs and oversees the work of employees and volunteers to improve social functioning, physical, mental and emotional health and general well-being of shelter residents.

The Interim Evening Manager is an employee of the Anglican Diocese of Ottawa, and reports to the Interim Senior Manager of The Women’s Shelter.

**Skills Required**

* Experience working in a social service environment and strong understanding of the issues faced by women and seniors living with poverty, mental illness, addictions, trauma, abuse and discrimination
* Excellent communication, negotiation, problem solving and crisis intervention skills
* Empowering philosophy and approach; respect for diversity
* Proven ability to manage employees with a diversity of functions in a unionized environment
* Strong community development skills to interact effectively with volunteers and the community

**Minimum Qualifications**

* University degree in a social services or related field, or equivalent
* Training in gerontology an asset
* At least four years’ experience in a social services agency, preferably in a residential setting providing women’s services
* At least one year supervisory experience
* Experience working with volunteers
* Bilingualism preferred
* Use of a vehicle is an asset

**Position to begin mid-August and last two months. Pay rate to be determined based on experience.**

Please submit all applications no later than **Friday 3 August 2012 to:**

S. Janet McCullough, Human Resources Manager

Cornerstone / Le Pilier,

314 Booth St.

Ottawa, ON

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Or email: [janet.mccullough@cornestonewomen.ca](mailto:janet.mccullough@cornestonewomen.ca)