

Job Advertisement – Internal/External

Residential Coordinator Windrose Supportive Housing

TITLE: Residential Coordinator – Windrose Supportive Housing

EMPLOYER: John Howard Society of Ottawa

DEPARTMENT: Child & Youth Services

SALARY: \$56,920 - \$74,268 plus benefits

HOURS: 35 hours per week

HOW TO APPLY: Please include a full cover letter and resume by the deadline to:
Attention: Rhea Wootton, Director of Administration
By E-mail: hiringcommittee@jhsottawa.ca
By fax: (613) 789-7431

CLOSING DATE: Monday, April 23, 2018 at 5:00pm

Only those selected for an interview will be contacted

This is a female-designated position given the nature of the client group

As the right candidate, you will bring positive energy, dedication, reliability, and discipline to your central responsibilities, which include:

- Effectively managing the day-to-day operations and property management functions associated with a JHS residential location (18-unit apartment building that provides supportive housing for young women)
- Coordinating all on-site program related functions through a gender- and trauma-responsive framework
- Leading a 24/7 staff team and, in conjunction with the Clinical Director, supporting staff implementation of the on-site clinical model and its associated interventions

You have a unique history. Does it include the education and experience listed below?

- University Degree in Social Sciences or equivalent
- Minimum 3 years' experience working with young women, specifically through a gender- and trauma-informed framework
- Minimum 3 years' experience working with youth in a residential/housing environment
- Progressive and varied experience in leadership roles that include functions in fiscal and human resource management
- Experience effectively executing a multitude of tasks associated with overseeing a residence

If you're right for this role, you'll be a natural at:

- Leadership that aligns with JHS values
- Communicating, including providing and receiving feedback
- Demonstrating exceptional writing skills
- Engaging in critical thinking
- Collaborating and working alongside fellow Coordinators
- Effectively organizing your time in order to juggle a variety of tasks
- Taking initiative and having pride in the quality work that you do
- Exercising solid judgment, tact, humility, and diplomacy
- Finding creative solutions to provide seamless decision making
- Being naturally curious, and always researching to find the best processes and solutions to support program growth
- Working in a fast paced, high pressure environment that requires quick thinking and quick turnaround of accurate, high quality deliverables

You'll stand out if you...

- Have previous experience in leadership roles that include managing a residence or housing setting
- Experience with HR, finance, and property management
- Have experience working alongside Ottawa-based youth and housing community partners
- Have field knowledge and experience working within youth and housing service systems and the legislation that governs those systems
- Align with Housing First principles and their application with young people
- Are exceptional at working with multiple funders within a highly regulated (and high-accountability) framework
- Have experience and comfort dealing pragmatically with serious occurrences
- Speak additional languages (Bilingualism considered an asset)

You'll be prepared to...

- Be on-call for program serious occurrence reporting protocols
- Work flexible hours that can often include evenings and weekends
- Have ownership of vehicle and/or ability to be extremely mobile to accommodate meetings in the community and internally at JHS sites
- Exercise extreme flexibility to accommodate fluctuating and varied program needs
- Provide a clear Criminal Record Check for Vulnerable Sector

***See attached job description for main tasks associated with this position**

The John Howard Society of Ottawa is committed to reflecting and responding to the diversity of the people and communities we serve, and is seeking that diversity in applicants for this position. We sincerely thank all applicants who express interest in JHS and this position.