

## **Job Advertisement – Internal/External**

### **Residential Coordinator A Different Street Supportive Housing**

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**POSITION TITLE:** Residential Coordinator  
**EMPLOYER:** John Howard Society of Ottawa  
**DEPARTMENT:** Child and Youth Services  
**LOCATION:** A Different Street Supportive Housing  
**JOB TERM:** Permanent – Full Time  
**SALARY:** \$56,920 - \$74,268 annually, plus benefits

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

**CLOSING DATE:** Monday, August 27, 2018 at 5:00pm

**We sincerely thank all applicants who express interest in JHS and this position, though only those selected for an interview will be contacted.**

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**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**

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**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 (25-unit apartment building that provides supportive housing for young men)
- Leading a 24/7 staff team and, in conjunction with the Clinical Director and/or their designate, supporting staff implementation of the on-site clinical model and its associated approaches and interventions
- Managing relationships with multiple and multi-system funders/service contractors, and managing a program partnership

**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 men, with justice involvement, experiences of homelessness and/or a history in care
- 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 of 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
- Have 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 is 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 a 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

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**SEE ATTACHED JOB DESCRIPTION FOR MAIN TASKS ASSOCIATED WITH THIS POSITION**