



ann davis transition society

Transitional Housing Low Barrier Women's Centre Manager - Job Description

Job Title: Transitional House Low Barrier Women's Centre Manager

Job Site: Ann Davis Transition Society – Women's Centre, Chilliwack

Position Type: Permanent -Full-time

Reports to: Director of Housing, Programs and Services

Annual Salary: \$63,700 to \$69,160

Hours: 35 hours

To apply please send your resume/cv and cover letter to hr@anndavis.org

Job Overview

The Women's Centre Manager is primarily responsible for managing the Women's Centre (WC) Program by overseeing the house itself, scheduling staff for shifts, producing monthly reports and managing other programs as assigned. Women's Centre Manager must have an adept understanding of domestic violence, mental wellness, homelessness, and exploitation of persons as well as actively display empathy, skillful problem-solving aptitude, and sensitivity to cultural and racial influences and discriminatory biases. Knowledge of the housing sector, case management, and operational excellence are key. The Women's Centre Manager is self-motivated and able to work in a team atmosphere, while being able to perform independently and make difficult decisions when required. This role monitors and directs all program staff in overseeing performance management in a unionized environment and is accountable for embedding operation excellence practices, and reviewing all policy, procedure, and practice of our housing programs. This position is dependent on funding and the budgetary limitations of Ann Davis Transition Society. The position works closely with all levels of the Ann Davis Transition Society team and reports to the Director of Housing, Programs and Services and is a member of the Leadership Team.

Job Duties and Responsibilities

- Understanding of trauma informed approach to services.
- Experience providing direct service to victims of abuse.



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- 2-5 years' experience managing a team.
- Strong working knowledge and experience in crisis intervention, and the ability to maintain a calm and reasonable attitude in times of stress or crisis.
- Ability to recognize personal stress in and from the work environment.
- Strong working knowledge of the local, provincial, and federal legislation and regulations relevant to the work.
- Good organizational, time management, and prioritization skills.
- A strong feminist analysis of violence against women which addresses the understanding of power and its interconnections among gender, race, culture, class, physical ability, sexual orientation, and age as well as all forms of oppression based on the experience of colonization, religion, ethnicity, and heritage.
- Strong morals and ethics, sound judgment and reasoning skills, along with a commitment to discretion, privacy, and confidentiality.
- Display and model appropriate employment expectations for all staff and students working at the Women's Centre.
- Promote a positive image of the Ann Davis Transition Society to the public.
- Prepare reports and maintain records to ensure transparent and accurate reporting to Director of Housing, Programs and Services. Complete BC Housing monthly reports.
- Participate in professional development workshops, educational courses and training relevant to the job as directed by the Director of Housing, Programs and Services or the Executive Director.
- Encouraged to volunteer for at least one society fundraiser or event per year; as time permits.

Staffing and Practicum Management

- Direct supervision and evaluation of staff members and practicum students.
- Calls outside of shift are part of the role.
- Responsible for managing daily operations, scheduling, and maintenance, on call of the Women's Centre.
- Collaborate on and implement policies, standard operational processes, and client engagement strategies, ensuring optimal and safe delivery of Ann Davis Transition Society services for clients.
- Experience providing direct service to victims of abuse.
- 2-5 years' experience managing a team.
- Participate in human resource and union relations activities, including determining hiring needs, applicant interviews, onboarding new staff, performance appraisal, discipline of current staff, grievance resolution, arbitration and discharge as required.



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- Provide direct support to Crisis Intervention Workers through incident advice and ongoing debriefing sessions post-incident.

Technical Skills

- Responsible for managing daily operations, scheduling, and maintenance, on call of the Women's Centre once every three weeks provided, we have coverage.
- Strong computer literacy including Microsoft Word and Excel and databases.
- Good organizational, time management, and prioritization skills. Effective verbal, written, and interpersonal communication skills.
- Participate in various internal and external committees, working groups, associations and attend all safe house meetings.

Housing Management

- Responsible for planning and monitoring house spending including groceries, petty cash and operational costs and submitting spending reports to supervisor.
- Ensure that safety, security, and cleanliness standards are adhered to, for the Women's Centre
- Be familiar with all Ann Davis Transition Society emergency and evacuation procedures.
- Record time worked, mileage and expenses and submit forms as per the ADTS established policies.
- Adhering to CARF Standards and Surveys and play a lead role in upcoming CARF reaccreditation survey for the worksite.

Qualifications

- A strong feminist analysis of violence against women which addresses the understanding of power and its interconnections among gender, race, culture, class, physical ability, sexual orientation, and age as well as all forms of oppression based on experience of colonization, religion, ethnicity, and heritage.
- 2-5 years management experience in related field and providing direct service to victims of abuse.
- Preferred Social Service Bachelor's degree or the equivalent combination of education, training and experience in a related field as approved by the Director of Housing, Programs and Services or the Executive Director.
- Current CPR C, Naloxone and First Aid Certificates or willing to take them immediately.
- Must be capable of passing and maintaining a Vulnerable Sector Criminal Record Review.



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- Demonstrated experience in Human Resources and Performance management.
- Taking an analytical and tactical approach to creating and sustaining operational excellence.
- Demonstrated ability to work under pressure, multi-task conflicting demands, meet deadlines, and work independently.
- Knowledge of local community resources.
- Demonstrated knowledge of the impacts of physical and emotional abuse, mental health, homelessness, and poverty.
- Must hold a valid unrestricted class 5 driver's license.
- Provide a clean ICBC driver's abstract upon hire; then every three (3) years while employed.

Preference would be given to candidates residing Chilliwack and surrounding areas.

Working Conditions:

- Regular hours are from 9-5, 5 days a week. May need to occasionally be available for flexible scheduling weekdays, weekends and possibly some holidays if required.
- Worksite: Ann Davis Transition Society-Women's Centre, Chilliwack
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- Note: We conduct primary source verification of applicant's credentials including education, training, work history, and licensure. Only applicants that have been shortlisted will be contacted.

STATEMENT OF DIVERSITY

The Ann Davis Transition Society, as an award winning and leading non-profit organization, respects diversity and fosters social inclusion. We strive to deliver inclusive service, affirming the dignity of those we serve regardless of heritage (race, ethnicity, culture, nationality, linguistic origin, place of origin, citizenship, color, ancestry), education, beliefs, creed (religion, faith, spirituality), gender, gender identity, age, sexual orientation, physical or mental health, physical or cognitive capabilities, socio-economic status and political belief.

The Women's Centre Manager will follow the Code of Ethics and the Mission Statement of the Ann Davis Transition Society.



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