

HOUSE MANAGER

Southwest Youth Emergency Shelter Inc. (SWYES)

Dorie's House – Swift Current, SK

Company Description

Dorie's House (SWYES) is a registered charity and not-for-profit community based organization governed by a Board of Directors. We provide a safe supportive living environment for youth struggling with addictions and homelessness.

Job Description

Summary of Position: Reports to the Executive Director. Holds overall responsibility of the daily house activities/operations. Purchase groceries, food commodities, and all other items necessary for the successful operation of the house. Oversees and manages all food preparation. This is a leadership role for both staff and the shelter's day-to-day operations. Work closely with staff to support the Youth and maintain all required records. Ensure all policies and procedures are being followed and met. Build strong relationships with the youth, employees and all program partners. Other duties as assigned by the Executive Director.

- Assist staff in supporting the youth;
- Build long-term, healthy, and supportive relationships with residents, staff and mentors;
- Crisis Prevention and Management;
- Delegating tasks to appropriate staff as and when required;
- Demonstrating appropriate behaviour and work ethic to staff and youth including appropriate conduct and conversation;
- Maintain up-to-date youth files; & contribute to individual youth case plans;
- Review case management documents ensuring quality assurance record keeping;
- Promote procedures and processes that ensure the safety of the youth, facility and staff;
- General administrative duties as assigned by Executive Director;
- Manage, maintain and promote a clean sanitary home;
- Purchase groceries, food commodities, and all other items necessary for the house to operate efficiently on a budget;
- Other tasks as assigned;

Qualifications

- Post-secondary education in a relevant field such as Child and Youth Care, Addictions or Human Services. A combination of training and experience may be considered;
- One-year experience in youth work or crisis intervention;
- Strong interpersonal and communication skills;
- Strong administrative and organizational skills;
- Proven ability to organize, lead and inspire staff and youth;
- Must have a valid Saskatchewan Driver's License;

Preferred Qualifications (will provide training)

- Certification in Choice/Control Theory and Reality Therapy;
- City of Swift Current Safe Places Youth Certification;
- Current Standard First Aid CPR;
- ASIST - Suicide Prevention and Intervention;
- Safe Food Handling;

Position

- Permanent Full-Time, hours may vary;
- After hours on-call as requires

Wages & Benefits

- \$18.00 - \$21.00/hour
- SWYES does not, at present, have a benefits package.

Closing Date: May 7, 2021 at 5:00 p.m.

Please submit cover letter, resume, and references to:
careers@southwestyes.com

If you have any further questions regarding this position, please email Kevin Hanna at careers@southwestyes.com.

We want to thank all applicants for their interest, however, only applicants successful in being short-listed will be contacted.