

## **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, client-focused living environment for youth facing struggles with addictions and homelessness.

Our goal as an organization is to connect our residents to a wide range of community supports, enveloping them in care so that they too might have the chance to become successful, resilient members of society.

We believe that, by offering quality, preventative supports early we can empower youth towards skill building and problem solving, substantially improving their quality of life, and drive them towards positive health and life choices that will carry them into adulthood.

<https://southwestyes.com/>

### **Role Vision**

Join the Executive Director in creating an inspiring and supportive team environment that will become a conduit for well-being for the youth in our community. If you are a natural or learned leader who is looking for a new challenge beyond keeping check and giving orders: this may be the position for you. We are looking for someone who is eager to promote the full potential of people, programs and ideas through commitment, creativity, patience and support. You will have a voice and critical role in generating real and important change in individual lives as well as in the community as a whole. Let's go!

### **Job Description (Duties Overview)**

- Reports directly to the Executive Director
- Holds overall responsibility of the daily house activities/operations.
- Build long-term, healthy, and supportive relationships with residents, staff and mentors;
- Crisis Prevention and Case Management;
- Arrange and attend case conference meetings with SHA worker, staff, resident and other interested parties/supports;
- Actively engaging youth with meal preparation and other kitchen related skills;
- Maintain up-to-date youth files; & contribute to individual youth case plans;
- Promote a clean, sanitary, safe home that follows and adheres to policies and procedures;
- General administrative duties and other tasks as assigned by Executive Director;
- On-call duties as needed and agreed upon with the Executive Director;

## **Qualifications**

- Post-secondary education in a relevant field such as Child and Youth Care, Social Work, Addictions or Human Services. A combination of training and experience may be considered;
- Experience and knowledge working with youth: Strong understanding of the youth centered philosophy & our policies and procedures
- Excellent team leading skills, able to inspire, build and maintain rapport
- Strong written and verbal communication, Experience in administration and documentation
- Ability to make and maintain community connections
- Must have a valid Saskatchewan Driver's License;
- Must have a clear criminal record check with vulnerable sector check

## **Preferred Qualifications**

- 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;

*\* Passion, commitment and creativity cannot be taught. If you don't 'check all of the boxes', tell us in your cover letter why you are interested in this role and what YOU can offer. \**

## **Position, Wages & Benefits**

- Permanent Full-Time, hours may vary;
- After hours on-call as required
- Will be discussed with short-listed candidates.
- We are committed to supplement wages with a supportive, positive and enriching work environment; challenging and personal/career building experiences, ongoing staff development/training and other benefits.

**Closing Date: We are actively seeking someone now. If this is for you, don't hesitate to apply so that you don't miss out on this unique opportunity!**

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

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

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