



**Indigenous Alcohol Harm Reduction Program Manager
Aboriginal Coalition to End Homelessness Society**

JOB SUMMARY

This is a full-time, term position with the Aboriginal Coalition to End Homelessness (ACEH) as the Indigenous Alcohol Harm Reduction (IAHR) Program Manager. Reporting to the Executive Director, the IAHR Program Manager will provide full-time support, ensure day-to-day operations of the program are run in a professional and efficient manner with attention to confidentiality and compliance with the Society's mission, vision, values, and practice. The IAHR Program Manager provides support and advocacy for the Cohort and support to the House Manager. In addition, the IAHR Program Manager works closely with the Nurse & Wellness Director to coordinate treatment, medical appointments, and so and overall referrals. The IAHR Program Manager maintains strong working relationships and knowledge of various community resources. The Program Manager will take a lead role in developing Life Plans with the Cohort, will assist with family reunification when desired. Further, the coordination of land-based events and sometimes accompanying the Cohort will be required as well as development of possible education and training courses and workshops such as resume development, budgeting and so on.

The Program Manager is required to work in a stressful, often shifting environment, while also responding to crisis situations. The ability to function independently and frequently under pressure, while managing situations, including emergency situations, is an ongoing expectation. Amidst the pressures however, the Program Manager will experience much reward building a sense of safety, family, and community.

KEY RESPONSIBILITIES

- Familiarize the cohort with various ACEH programming, including the environment and guidelines for living communally
- Facilitate positive relationships between the Staff and Cohort
- Provide information regarding income assistance, legal services, health issues, drug and alcohol services housing, parenting support, and other resources as requested
- Oversee the development of Life Plans and support the Cohort to meet their goals
- Maintain respectful, open, and honest communication, including one-on-one support, group facilitation, conflict resolution, and mediation
- Maintain confidentiality and record keeping in accordance with the PIPA, and Society Act
- On occasion may have to respond to on site incidence such as fire, flood, serious injury, or death (including afterhours) in the absence of the House Manager
- Assist in the recruitment, selection, and training of all new staff
- Provide input to the Executive Director regarding the development of the ACEH Decolonized Harm Reduction Framework
- Provide input and support into the Indigenous Alcohol Harm Reduction Research Project
- Support the Research Project Coordinator in welcoming and hosting the Elder & Knowledge Keepers Advisory
- Support the Nurse in maintaining alcohol orders, inventory, tracking and reporting

- Act as a liaison with the community and promote community involvement in the program; represent the ACEH Society at community events and meetings
- Provide input into policy and procedures development
- Solicit donations as required and funding grants
- Work closely with the ACEH Kitchen & Garden Manager, the ACEH Indigenous Street Community Advocate, ACEH Nurse and Decolonized Harm Reduction Coordinator
- Other duties as required

REQUIRED QUALIFICATIONS

- **Required** to consent to the Ministry of Public Safety and Solicitor General Criminal Record Check prior to commencement of employment
- **Required** valid Driver's License and vehicle
- **Required** valid First Aid certificate

Education relevant post-secondary education and/or training in combination of a minimum of two years of management or senior level administration experience. Experience working with the cohort in a similar environment is a definite asset. Education and credentials will be valued only as much as work experience.

EXPERIENCE

- Required two-years related management or senior level administration experience
- Required demonstrated experience in planning, coordinating and working in a fast paced environment requiring trouble shooting
- Preference given to those with experience working with non-profit organizations, family support, social services, and/or boards and committees.
- Preference to experience or personal insights into working cooperatively and non- judgmentally with people with disabilities, lived experience, addictions, etc.

SKILLS AND ABILITY

- Excellent ability to deal professionally, effectively, and non-judgmentally with a broad range of personalities, needs, cultures and abilities.
- Excellent written and verbal communication skills
- Excellent organizational skills:
 - Solid time management skills, with the ability to complete and prioritize a variety of tasks within a given timeline, with adherence to important deadline
 - Accurately track and submit program expenses, invoices, and stipends tracking
- Computer literate and sound understanding and use of Microsoft Office products.
- Ability to delegate tasks and also work collaboratively as part of a team.
- Progressive understanding of persistent mental illness, addictions and other challenges and how these issues impact overall health, wellbeing, and quality of life.
- Understanding of the intergenerational trauma that occurs as a result of colonization, Residential Schools, Sixties Scoop, and other oppressive systems as well as the history of Indigenous peoples in Canada.

Preference will be given to qualified candidates with Indigenous ancestry.

Rate of Pay: hourly rate of \$28.00 - \$30.00 per hour at 8 hours per day 5 days per week - Tuesday to Saturday.

Term: Position available on a temporary term starting Monday, August 2020 to March 31, 2021 with strong possibility of continuing.

Applications will be received until July 30th. Only those short-listed will be contacted. Please send your resume and cover letter to operations@ACEHSociety.com and cc the director@ACEHsociety.com

Additional Information

WHO WE ARE: The Aboriginal Coalition to End Homelessness (ACEH) has a vision to lead long-term, systemic change to better meet the needs of our people living away from home and experiencing homelessness. Our work is centered on the voices of Indigenous peoples who have shared their immediate needs, lived experiences, and perspectives on solutions. Through research and experience, we have learned that a culturally-supportive model of care is key, and strategies that include cultural supports provide better outcomes in terms of transitioning and sustaining housing for Indigenous people experiencing homelessness. Our goal is to build a culturally safe community and provide opportunities for reconnection to family and ancestral lands, culture, and tradition, to strengthen Indigenous identity and purpose.

HOUSE TEAM: House Manager, Cultural Elder, Support Worker, Operations, Program Development & HR Manager, Research Team and the ACEH Executive Director.