



Housing Director **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 Housing Director. Reporting to the Executive Director, the Housing Director (HD) will provide support to the Society's House Managers related to operations, programming, staff training, emergency preparedness, and overall capacity development. The HD will perform a public relations role and create a community resources catalogue. The HD is also responsible to provide new housing staff with an orientation to the Society's history and strategic directions, vision, mission, and values. Additionally, the HD will become familiar with the ACEH Housing Development Tool Kit and provide in-service to partner communities and organize training teams to support partner communities as required.

This HD is primarily an administrative and public relations position. Ongoing networking with funding agencies, BC Housing, local neighbourhood organizations, the House Management teams, senior management at the Coalition, and partners Vancouver Island wide.

KEY RESPONSIBILITIES

- Help to build the Decolonized Harm Reduction Framework (DHRF), from the organizations housing perspective
- Provide input to the Executive Director for project proposals and Toolkit development
- Lead the recruitment, selection, and training plans for all new staff (job postings, short-listing and interview processes)
- Supports the Housing Team meetings (scheduling zoom calls, agendas, minutes and following up on actions with the Housing Management Teams)
- Liaise with BC Housing
- Act as a liaison with the community and promote community involvement in the program; represent the ACEH Society at relevant community events and meetings
- Liaise with Nations on Vancouver Island regarding the Toolkit
- Maintain confidentiality and record keeping in accordance with the PIPA, and Society Act
- In the absence of House Managers, periodically respond to emergencies specific to fire, flood, serious injury, or death (may be 'after hours')
- Develop and maintain policies, procedures, and guidelines
- 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 a minimum of three years of management or administration experience.

EXPERIENCE

- Required three years of management or administrative experience
- Required experience or personal insights into working cooperatively and non-judgmentally with people with disabilities, lived experience, addictions, etc.
- Preference given to individuals with experience and knowledge of senior administration and/or program management.

SKILLS AND ABILITY

- Excellent ability to deal professionally, effectively, and non-judgmentally
- Excellent written and verbal communication skills
- Excellent organizational skills:
 - Time management skills, with the ability to complete and prioritize a variety of tasks within a given timeline, with adherence to important deadlines
 - Ability to trouble shoot, research options and solutions
- Computer literate and sound understanding and use of Microsoft Office products
- Familiar with office procedures, safety, confidentiality, filing
- Ability to work collaboratively as part of a team
- Able to balance both administrative, management duties while also providing support to the House Managers, to access information and resources.

Preference will be given to qualified candidates with Indigenous ancestry.

Rate of Pay: \$70,720 annually **Term:** Position available on a temporary term starting as soon as possible ***with strong possibility of continuing.***

Applications will be received until the position is filled. Only those short-listed will be contacted.

Please send your resume and cover letter to operations@ACEHSociety.com and cc' 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 indigenous people living away from home, experiencing homelessness. The ACEH work is centered on the voices of Indigenous peoples. The ACEH operates culturally supportive housing utilizing a Dual Model of Housing Care that includes land-based healing practices.