



Speqəhéutx^w House Manager

Culturally-Supportive Housing for Indigenous Women

This is a full-time position with the Aboriginal Coalition to End Homelessness (ACEH) Society. Reporting to the Executive Director, the House Manager will provide full-time support to the women living at a low-barrier, culturally-supportive housing site designed for Indigenous women experiencing homelessness and fleeing violence. The House Manager will also provide supervision to the house staff, and ensure the 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, practice, and decolonized harm reduction framework.

The house members face a broad range of challenges to various degrees, such as: active addictions, mental health, hoarding, aggressiveness, and there is the need to de-escalate situations and respond to overdoses. Applicants will need to reflect the high needs in this environment, their time and availability because there is significant 'on-call' work and crisis management required while also working towards building a sense of family amongst the house family and staff and overall incorporating the ACEH Society's Dual Model of Housing Care.

KEY RESPONSIBILITIES

- ✓ **Leadership**
- ✓ **Administration**
- ✓ **Finance (budget maintenance and planning)**
- ✓ **Program Development/Project Management**
- ✓ **Human Resources**
- ✓ **Human Resources Supervision**
- ✓ **Policy Development**

The House Manager will:

- Maintain strong working relationships with various groups within the community and has specific knowledge regarding available community resources.
- Provide planning, coordination, and administration programming; Provide input and recommendations to the Executive Director for project proposals and the Dual Model of Housing Care and the ACEH Toolkit development; Coordinate the delivery of land-based and sea-based outings, cultural activities and celebrations for the women.

Provide non-judgmental, decolonized support, advocacy, information and resource referrals to the women; Familiarize and include the women in living communally and the on-going development of respectful house guidelines and procedures; Participate in life-planning and supporting the women to meet their goals and objectives; Provide group support, including facilitation of cultural-activities, conflict resolution and mediation as necessary; Facilitate positive relationships between the women and staff; Facilitate bi-monthly Talking Circles and check-ins with the women.

- Maintain the security and safety of the House; Maintain confidentiality, privacy, and record keeping in accordance with the PIPA and the Society's Act; Actively participate

on the Occupational Health & Safety Committee; Implement and evaluate program planning, policies, and procedures and actively engage in policy development.

- Assist in the recruitment, selection, and training of house staff; Manage staff scheduling and submit timesheets to Payroll bi-weekly; Hold monthly staff meetings; Evaluate the performance of program staff and identify needs regarding personal and professional development; Lead staff development and training sessions.
- Be on-call including after hours bi-weekly and respond on site in emergency cases such as fire, flood, serious injury, or death.
- Perform other duties as required.

Skills and Abilities Required:

- 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 deadlines
 - Accurately track and submit program expenses, invoices, and stipends tracking
- Computer literate and solid understanding and use of Microsoft Office products;
- Ability to delegate tasks and also work collaboratively as part of a team;
- Positive, flexible and reliable;
- Personal wellness and self-care;
- Progressive understanding of persistent mental illness, addictions and other challenges and how these issues impact overall health, wellbeing, and quality of life;
- Able to handle the physical requirements of the position (stairs, lifting, etc.)
- 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; and
- Able to function independently and frequently under pressure, with strong conflict resolution skills.

Preference will be given to a qualified candidate who identifies as a woman, gender diverse or two-spirited with Indigenous ancestry.

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

Required Education and/or Experience relevant post-secondary education and/or training in combination of a minimum of three years of management and project coordination experience. Education and credentials will be valued only as much as work experience.

Experience

- Experience working with the cohort in a similar environment is a definite asset.
- Required experience working cooperatively and non-judgmentally with people with disabilities, lived experience, addictions, potential for violence, in a low-barrier setting.
- Required experience working with Indigenous peoples.
- Preference given to those with experience working with non-profit organizations, family support, social services, and/or boards and committees.
- Preference given to those with experience in coordinating events and community engagement.

Term: Position open until filled.

Salary: \$62,920 annually

Location: Victoria, BC.

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. Currently the ACEH Society operates the house for women and the Culturally Supportive House/Indigenous Alcohol Harm Reduction.

HOUSE TEAM: House Manager, Cultural Elder, Support Worker, Aunty, Kitchen & Gardens Manager, HR & Operations Director, Housing Director, and Executive Director.