

Job Posting: 2024 – 32

Internal & External

Position:	Site Supervisor	
Status:	Regular Part-time	
Work Site:	Under One Roof	
Department:	Programs & Services Department	
Hours:	16 Hours/week	
Shifts:	Saturday	04:00pm – 12:00am
	Sunday	04:00pm – 12:00am
Grid level:	Grid Level 14, Step 1	
Wage:	\$ 33.77	
Posting Date:	November 6, 2024	
Closing Date:	Open until position is filled	

This position is temporary, filling the role for a permanent employee who is currently on leave.

This position is open to all Staff and evaluated in accordance with the Collective Agreement. Qualified internal candidates shall be considered and interviewed prior to external candidates.

Squamish Helping Hands Society is an equal opportunity employer, committed to recruiting an inclusive workforce that reflects the community we serve. We encourage applicants from diverse backgrounds, including indigenous applicants, all genders, nationalities, and persons with disabilities.

This position requires membership in the Union.

Interested individuals should apply by providing a **resume and cover letter** to SHHS Management Team at hr@shhs.ca quoting the **Posting No. "2024 – 32"** and the Position **"Site Supervisor"**. We thank and acknowledge all applicants and will proactively contact those selected for an interview.

Job description:

Under the direction of the Housing Manager, the Site Supervisor plans, develops, implements and assists the manager to oversee the day-to-day operation of the various services of Squamish Helping Hands including housing, outreach & peer witness programs, participant care and case management, staff training, and community resources.

To be successful in this role, this individual should be:

- Highly organized and detail oriented
- Comfortable using and learning new technology systems as well as demonstrated ability to use Microsoft Office (Word, Excel, Outlook) and data based experience
- Able to keep calm and productive when pulled in many different directions.
- Able to work with people with barriers, volunteers, community participants and a wide range of others.
- Adaptable to a busy and ever-changing environment.
- Both a self-starter and able to work as part of a collaborative team.
- Demonstrated in-depth working knowledge of community social service programs, resources and services.
- Experience with program planning, evaluation, development and delivery.
- Critical and analytical thinker.
- Demonstrated ability to find innovative ways to resolve problems.
- Demonstrated leadership abilities including strong supervisory, conflict resolution and team building skills.
- Excellent written and oral communication skills.
- Excellent interpersonal and public relations skills including the ability to form strong, professional relationships.
- Attitude and values which are compatible with the Vision, Mission and Values of SHHS
- Extensive knowledge of Harm Reduction and Housing First Model of operation.
- This position plays a key role in promoting a culture of dignity, growth, inclusion and belonging within a positive, vibrant and healthy workplace culture.

Tasks and Responsibilities:

- Plans and develops various programs of the Society under the direction of the Manager
- Implements program activities and events
- Forms program policies and procedures in consultation with the Manager
- Monitors the day-to-day operation of the programs ensuring the necessary staff, volunteers and equipment are in place, program guidelines are adhered to, and all requirements are met.

- Evaluates programs in consultation with the manager
- Supervises staff by performing duties such as assigning work, providing feedback on performance, and participating in performance evaluations
- Leads and oversees the development and ongoing monitoring and review of client case plans
- Schedules program staff in accordance with staffing requirements
- Participates in the recruitment and selection of staff by performing duties such as screening applicants, participating on interview panels, and making hiring recommendations
- Orients and trains program staff and volunteers
- Monitors program expenditures and participates in the preparation of the program budget for submission to senior management.
- Promotes public awareness of programs by performing duties such as producing promotional materials, attending community events and community meetings.
- Maintains records and data related to programming and produces reports as required.
- Oversees resident intake and placement, resident reviews, ensures complete and accurate records on residencies, and reports on housing program.
- In collaboration with the Operations Manager, ensures timely and complete critical incident reporting and supervises building safety.

Qualifications and Experience:

- Diploma in a related human/social service field
- 3 years recent related experience
- Minimum of 1-year supervisory experience
- Experience working with people with extensive barriers preferred
- Experience working collaboratively with volunteers and co-workers
- First Aid Certificate
- Strong interpersonal skills
- Strong communication and computer skills
- Conflict Resolution Skills

Working with us you can enjoy:

- An amazing, friendly and emotionally intelligent team
- A great community
- Free meals on site
- Casual dress policy
- A wonderful new facility