



Position Vacancy Posting

Position Title: Director, Programs and Housing	Competition No.: 23-07
Reports to: Executive Director	Salary Range: \$80,000 to \$85,000 per annum
Location: Nanaimo, BC	Employee Group: Exempt
Hours per week: 37.5 hours per week	Position Status: Permanent Full Time
Shift Schedule: Monday to Friday; 7.5 hour shifts	Anticipated Start Date: As soon as possible

Haven Society in Nanaimo is looking for a Director, Programs and Housing to add their leadership skills to a dynamic team making a vital impact in the community. Haven Society is an anti-violence organization operating from feminist principles promoting the integrity and safety of women, children, youth and families. In this role you'll be responsible for providing a creative lens towards Service Delivery, and strategizing the best way to define and evolve programs. While this is an exempt position, you will be working in a unionized environment, and union experience is essential.

What You'll Do:

The Director, Programs and Housing is responsible for the management of Haven Society's client services, programs, and housing, including the development, co-ordination, administration, and delivery of all services. Duties include, but are not limited to:

- Determines and monitors priorities, schedules, and resources requirements
- Assists with identifying funding needs, preparing business cases, and preparing applications for government and private grants
- Identifies, develops, and evaluates the risks associated with the program and housing activities and takes appropriate action to manage them
- Ensures exceptional client care, ethical conduct, and best practices within the delivery of services
- Staff Management including supervision of direct reports, performance management, and modeling effective team building and problem solving
- Budget and Financial Management including overseeing the obligations of grants, monitoring and approving all budgeted program expenditures, and developing plans to achieve budget goals.

Who You Are:

You demonstrate an understanding of, and are dedicated to, building compassionate and effective client service. You are innovative and have strong critical and strategic thinking skills. You display great judgment in all aspects of your work. You possess strong leadership skills and are skilled in performance management. You are an effective communicator and are respectful in your approach and messaging. Teamwork is important to you, and you foster a supportive and cohesive team. You are committed to continuous learning and working for an organization making a difference in the community is a motivational driver.

Your Qualifications:

- A post-secondary degree in Management, Business, Health Care Management, or related field; equivalent experience may be considered
- Minimum of 3 years experience working in an Anti Violence/High Risk/Crises Sector
- Minimum of 3 years experience working in management and a union environment
- Psychological Safety and Trauma Informed Practice training
- Experience working in a diverse and inclusive environment
- Experience in the not-for-profit sector is considered an asset
- Experience in funding and grant research, writing proposals, and fund raising experience is considered an asset
- Current First Aid Certificate, including CPRC (can be obtained as part of the recruitment process)
- Valid driver’s license and access to a vehicle
- A satisfactory Criminal Records Check for working with children and vulnerable populations

How to Apply:

Please do not drop off resumes in person (online only) and follow these instructions for submitting your application:

- Submit all documents in PDF format
- Provide a cover letter outlining why Haven Society is the place you want to work, and how your skills, experience and personal characteristics align with this posting.
- Indicate your salary expectations based on your experience
- Provide a resume outlining your experience and skills

Haven Society is committed to creating a healthy, inclusive, diverse and supportive workplace, and invites qualified, experienced candidates from all backgrounds and life situations to apply.

Additional Information:

Haven Society is a scent safe environment; all employees and visitors are asked to refrain from using or wearing scented products at Haven Society facilities.

REPLY TO:
Provide cover letter and current resume
recruitment@mysmarthr.ca

Date Posted: May 23, 2023

Closing Date: Open until filled