

**Ndinawemaaganag Endaawaad Inc. (Ndinawe)**  
**EMPLOYMENT OPPORTUNITY – Internal and External Posting**  
**2022-040**

<b>Position:</b>	Assistant Manager		
<b>Salary:</b>	Subject to Qualifications	<b># of Vacancies</b>	1
<b>Classification:</b>	Full Time	<b>Hours of Work:</b>	To be determined
<b>Reports To:</b>	Tina’s Safe Haven Manager	<b>Closing Date:</b>	Open until filled

The Assistant Manager is responsible for creating and maintaining a safe, welcoming environment within Tina’s Safe Haven. The Assistant Manager is responsible for contributing to the oversight of program development, coordination, daily operations, budget maintenance, and submission of program reporting for Tina’s Safe Haven.

**General Responsibilities:**

- Responsible to create and maintain a safe, welcoming environment within Tina’s Safe Haven, role modeling the Organization’s values and philosophies.
- Provide communication of organization policies, protocols, and standards within Tina’s Safe Haven, ensuring that they are maintained amongst all staff
- Build capacity of staff to engage youth in meaningful relationships, be responsive to their needs and respond to challenges in a fair and consistent manner.
- Participate in the oversight of operations, ensuring program targets and reporting requirements are being met, and evaluations are completed as needed or requested.
- Assist Manager of Tina’s Safe Haven in basic human resources tasks such as supervision and support of full time, part time, and casual staff.
- Establish and maintain strategic partnerships that support the goals and activities of Tina’s Safe Haven.
- Assist with orientation and training of new staff and/or volunteers in procedures and practices.
- Remain flexible – willingness to learn new skills, alter shifts as needed, etc.
- Attend staff meeting, planning session, and trainings as required.
- Develop and maintain positive relationships with youth based on trust, respect, and confidentiality.
- Respond to crisis/emergent situations as required.
- Participate in recruitment and hiring processes for staff vacancies in collaboration with Manager of Tina’s Safe Haven.
  - Participate in Ndinawe's on call program.
  - Identify training needs of programming staff and volunteers in collaboration with Manager.
- Ensure appropriate documentation of interactions with youth, logbook documentation, and incident reports as required.
- Maintain program statistics, complete written reports, and evaluation processes as required and in collaboration with Tina's Safe Haven Manager.
- Develop and maintain strategic partnerships with resources and services which support the goals of the program.

- Work collaboratively with all Ndinawemaaganag Endaawaad programs to ensure needs of youth are being met.
- Maintain workspaces and participate in general clean up of building daily.
- Follow all policies and procedures as outlined in the Personnel Policy and site-specific manual.
- Performs other tasks consistent with this job description as per personnel policies and procedures that aligns with the support and growth of Ndinawemaaganag Endaawaad Inc.

**Qualifications Required:**

- Post-secondary education in social services field.
- Two years' experience in a management or supervisory role.
- Demonstrated experience with administrative, human resource, program facilitation, and financial budgeting requirements.
- Strong understanding of the historical challenges experienced by Indigenous communities and the multi-generational impacts resulting from those experiences.
- Strong understanding of Indigenous cultures and values with the ability to incorporate into daily work.
- Demonstrated understanding of trauma informed approaches in working with urban Indigenous youth.
- Strong knowledge of the development needs of youth and the challenges relevant to them.
- Extensive knowledge of the community resources and services available to youth.
- Strong understanding of and capacity to respond to issues related to sexual exploitation, homelessness, addictions, suicide, youth gangs, etc.
- Ability to maintain a high level of independence and self-initiative.
- Working knowledge of the Child and Family Services Act.
- Excellent interpersonal skills with reliability and consistency in work performance.
- Strong motivational and leadership skills.
- Ability to establish and maintain effective working relationships.
- Exceptional organizational skills with reliability and consistency in work performance.
- Ability to establish and maintain effective, respectful relationships with youth and community.
- Ability to work under stressful conditions with an ability to respond effectively and positively in diverse situations.
- Proficient computer skills: MS Word, Excel, Internet, E-mail.
- Subject to Criminal Record Check, Child Abuse Registry Check and Prior Contact Check.
- Valid Class 5 Drivers License.

As an Indigenous organization preference will be given to applicants who self-identify as being First Nations, Métis, or Inuit. Applicants are encouraged to self identify in their cover letter.

Ndinawe requires a satisfactory criminal record check (including vulnerable sector search), child abuse registry check, and Prior contact check prior to the commencement of employment.

Ndinawe will accept existing criminal record checks and child abuse registry checks if dated within 3 months of your start date. Should you be the successful candidate these documents are a condition of employment.

Applicants are required to send a current resume with a cover letter clearly outlining your qualifications to:

Human Resources, Ndinawemaaganag Endaawaad Inc.  
650 Burrows Avenue  
Winnipeg, MB R2W 2A8  
**Email:** [HR@ndinawe.ca](mailto:HR@ndinawe.ca)