

## **Ndinawemaaganag Endaawaad Inc.**

### **EMPLOYMENT OPPORTUNITY – Internal & External Posting**

**2023-010**

|                      |  |                              |                          |
|----------------------|--|------------------------------|--------------------------|
| <b>Position:</b>     | Manager – Tina’s Safe Haven                                  |                              |                          |
| <b>Salary:</b>       | \$55,000 - \$63,000 per annum<br>Dependant on Qualifications | <b>Classification:</b>       | Full Time                |
| <b>Days of Work:</b> | Some evenings / weekends                                     | <b>Hours of Work:</b>        | Some evenings / weekends |
| <b>Reports To:</b>   | Director of Programs and<br>Services                         | <b>Advertised<br/>until:</b> | Position filled          |

#### **General Responsibility:**

- Oversee the day-to-day operations of Tina’s Safe Haven and provide strategic direction.
- Monitor budget and ensure accountability in expenditures; Maintain regular communication with the Finance Department to regularly review budget.
- Establish collaborative relationships with youth that emphasize trust, respect, and confidentiality.
- Establish and maintain strategic partnerships that support the goals and activities of Tina’s Safe Haven; Represent Ndinawemaaganag Endaawaad Inc. at relevant community events, community committees, working groups, etc.
- Ensure appropriate documentation as required through ongoing review of logbooks and incident reports.
- Respond to all critical incidents providing direction and support to staff.
- Provide regular communication to the Director of Programs and Services through written reports as required.
- Responsible for the overall facility maintenance of Tina’s Safe Haven including, but not limited to; meeting health and safety requirements, ensure a timely response to identified repairs and maintenance needs, inspection of program equipment and supplies, etc.
- Participate in the on-call rotation within the Agency
- Participate in the recruitment and hiring processes for staff as required.
- Provide organization, program, and orientation to new staff and train them in relevant policies and procedures.
- Set performance standards for staff; Provide daily supervision, direction, and support to staff providing constructive feedback, as necessary.
- Ensure staff maintain appropriate boundaries in their interaction with youth.
- Complete probationary and annual evaluation on all program staff.
- Develop and monitor staff schedules.
- Facilitate both individual and team meetings on a regular basis to ensure appropriate communication and supervision.
- Address human resource issues in a fair and consistent manner in collaboration with Ndinawe’s Human Resources Department.
- 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 the social services field.
- Minimum 2 years of experience in a management or supervisory position required with demonstrated experience with administrative, human resource, program facilitation and financial responsibilities.
- A strong understanding of the historical challenges experienced by Indigenous communities and the multi-generational impacts resulting from these experiences.
- A strong understanding of Indigenous cultures and values with the ability to incorporate into programming and day to day activities.
- Demonstrated understanding of a trauma informed approach in working with urban Indigenous youth with particular emphasis on youth with chronic involvement with the child welfare system, at risk for or experiencing homelessness and at risk for and or experiencing exploitation.
- A strong knowledge of the developmental needs of youth and the issues relevant to them.
- Extensive knowledge of community resources and services available to youth.
- Strong understanding of and capacity to respond to issues related to sexual exploitation, homelessness, addictions, suicide and youth gangs.
- Ability to maintain a high level of independence and self-initiative.
- Exceptional organizational skills with reliability and consistency in work performance.
- Excellent interpersonal and communication skills with a proactive approach to problem solving.
- Ability to establish and maintain effective, respectful relationships with youth, and community.
- Ability to work under stressful conditions.
- 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)

**\*We thank all applicants for their interest; however only those candidates selected to an interview will be contacted.**