



Ndinawemaaganag Endaawaad Inc.

EMPLOYMENT OPPORTUNITY – Internal & External Posting

May 31, 2024

2024-031

Position:	House Manager	Program:	Ndinawe Safe House
Salary:	Subject to Qualifications	Location:	Winnipeg, MB
Classification:	Full Time	Hours:	80 Hours Bi-Weekly <i>May include some evenings, overnights, weekends</i>
Reports To:	Director of Programs & Services	Closing Date:	Open until filled

General Responsibility:

- Oversee the day-to-day operations of the Youth Housing Facility and provide strategic direction.
- Understand and be committed to culturally centered service delivery reflective of Indigenous values.
- Ensure youth are welcomed and provided an introduction and orientation to all the organization’s programs and services.
- Provide supervision for full time, part time, casual staff as well as student placements and volunteers.
- Responsible for daily decisions regarding operation of the Youth Housing Facility; delegates tasks to staff as required.
- Review placements and progress of participating youth on a regular basis in collaboration with the Leadership staff.
- Ensure appropriate documentation as required through ongoing review of daily logbook, MAR forms, incident reports, and youth case files; review and submit Incident Reports to both Licensing and to Executive Director
- Respond to all critical incidents and provide direction and support to staff; be available as required during off hours.
- Provides on-call services for emergency shift coverage as needed.
- Ensure staff are engaging with youth who are staying within the Youth Housing Facility.
- Fulfill reporting requirements and complete evaluation processes.
- Promotes Ndinawemaaganag Endaawaad Inc. programs and services through sharing opportunities.
- In collaboration with or in support of Case Manager, advocate on behalf of community youth with other organizations serving Indigenous peoples, school systems, Child and Family Services agencies and other resources on an as needed basis.
- Sharing vital communication from Leadership of Ndinawemaaganag Endaawaad Inc. to staff.
- Provides regular communication and written reports to Director of Programs and Services and Executive Director as required.
- Maintains healthy and appropriate boundaries with youth either past or present.
- Oversee the implementation of house routines for youth and staff.
- Attend management meetings and participate in training as directed by Executive Director.
- Support Case Manager to handle all case management for the youth; support Cultural worker in maintaining programming for residents.
- Support Case Manager in fulfilling census requirements including all daily census reporting forms.
- Follow program budgets and ensure accountability in program finances according to Finance Policy; ensure regular communication with the Finance Department to monitor budgets.
- 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.

Facility Maintenance

- Establish and maintain a healthy, safe work environment.
- Ensure a timely response to identified repairs/maintenance needs; respond to urgent issues as they arise, report as needed.
- Ensure licensing standards are maintained at all times and oversee annual licensing process.
- Ensure building meets health and safety requirements; ensure regular inspection and testing of fire extinguishers, sprinkler systems, alarm systems, etc.
- Act as a liaison with DSI security system and respond to incoming calls.
- Ensure day to day maintenance of vehicle is maintained; report any repairs required to Operations.

Qualifications Required:

- Post-secondary education in the social services field
- Minimum 2 years of experience in a management or supervisory role is required with demonstrated experience with administrative, human resource, program facilitation and financial responsibilities
- A combination of appropriate employment history, volunteer work and life experiences will be considered
- Demonstrated communication skills, both oral and written
- Demonstrated ability to establish relationships with young people
- Demonstrated ability to be creative/innovated in developing strategies to connect with and provide supports to youth
- A strong knowledge of the developmental needs of youth and the issues relevant to them
- 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
- Demonstrates excellent communication skills and ability to resolve conflict in a healthy and mature manner
- 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
- Proficiency in computer use including Microsoft 365 applications (word, excel, forms, etc.)
- Current Criminal Record Check, Child Abuse Registry Check, and Prior Contact Check required
- Valid Class 5 Drivers License

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

Attention: Human Resources, Ndinawemaaganag Endaawaad Inc.
650 Burrows Avenue, Winnipeg, MB R2W 2A8
Email: recruitment@ndinawe.ca

***We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted. As an Indigenous employer, preference will be given to First Nations, Métis, and Inuit applicants. We encourage applicants to self-declare on their resume and/or cover letter.**