



We Are **HIRING**

Floor Manager: Full time Indeterminate

Requirements :

- Oversees daily operational leadership in shared-living environment
- Demonstrated ability to lead and manage teams
- Degree or Diploma in Social Work, Office Management, Non-Profit Management.
- 5+ years experience managing a team of people
- 3+ years of experience managing administrative systems across functions (HR, finance, IT, etc).
- 5+ years experience working with Indigenous-led or community-focused organizations.

APPLY BY JUNE 26TH 2026

**PLEASE SUBMIT YOUR RESUME & COVER LETTER BY EMAIL TO:
TEWEGAN HIRING COMMITTEE:
WELCOME@TEWEGANHOUSING.CA**



NOW HIRING: FULL-TIME FLOOR MANAGER

Support young Indigenous Women (16–29) in a culturally safe, trauma-informed transitional housing program.

Lead daily operations in a 24/7 shared-living environment and ensure safety, stability, and strong staff support.

ABOUT THE ROLE

The Floor Manager provides on-site operational leadership, supervises frontline staff, and ensures safe, consistent service delivery. This role anchors communication between youth, staff, leadership, and community partners while upholding Indigenous-informed practice.

WHAT YOU'LL DO

- **Lead Daily Operations in a 24/7 shared-living environment**
- **Supervise & Support Staff through coaching, performance guidance, and shift coverage**
- **Manage Safety & Incidents including risk identification, escalation, and documentation**
- **Coordinate Resident Services such as intake, transitions, and wellness**
- **Maintain Compliance with policies, procedures, and housing/employment standards**
- **Support Cultural Safety by modelling Indigenous-informed, relational practice**

WHAT YOU BRING

- **5+ years team management leadership in a residential environment**
- **3+ years managing administrative systems (HR, finance, IT, etc.)**
- **5+ years experience in Indigenous-led or community-focused organizations**
- **Diploma or degree in Social Work, Non-Profit Management, Office Management, or related field**

YOU ARE

- **A steady, calm leader in both routine and high-stress situations**
- **Skilled at decision-making, documentation, and accountability**
- **Grounded in cultural humility, respect, and relational practice**
- **Able to balance proactive planning with urgent operational needs**

On-site leadership in a 24/7 shared-living environment

Variable shifts, including evenings, weekends, and holidays.

Tewegan Hiring Committee:

welcome@teweganhousing.ca