



The Ottawa Aboriginal Coalition acknowledges that we are on unceded Algonquin-Anishinaabe territory.

OTTAWA ABORIGINAL COALITION
INUIT VIOLENCE AGAINST WOMEN SHELTER

DRAFT Job Posting
Shelter Director

Position Summary

The Shelter Director reports directly to the Executive Director and works collaboratively to ensure that the shelter functions smoothly and that staff and community member using the shelter are well supported. The Shelter Director will manage the day to day operations of the shelter, ensuring safe, culturally grounded and trauma-informed services for Inuit women and children in Ottawa who are experiencing domestic violence. This role involves developing and implementing programs and advocating for the needs of women and children within a framework based on Inuit societal values, culture and language.

The ideal candidate will have experience in being a Shelter Director for a Violence Against Women Shelter, has worked in a management role within the Indigenous or violence against women sectors and has worked in the Indigenous community.

Preference will be given to Inuit or Indigenous candidates.

Key Responsibilities

- Ensure Inuit culture, language and Inuit Societal Values are meaningfully reflected in the shelter's services and environment, including through training and orientation of all staff.
- Supervision of day-to-day staff, including scheduling of all shifts, always ensuring 24/7 coverage.
- Work collaboratively with the Finance and Human Resources manager and Executive Director on employee relations, performance management, staffing matters, workplace concerns, and ensuring that matters requiring HR involvement are communicated and addressed appropriately.
- Develop program budgets in collaboration with the Executive Director;
- Coordinate intake, resident services, programming and frontline workflows.
- Support staff supervision, performance, training and wellness.
- Conduct on-boarding, orientation and training of new staff, ensuring adherence to hiring practices in the Shelter's Policies and Procedures.
- Attend funding meetings with the Director, as required
- Working with the HR/Finance Manager, ensure all Shelter staff contract responsibilities and obligations are fulfilled.
- Conduct all performance reviews of staff.
- Ordering of all supplies and gift cards
- Work collaboratively with the Executive Director to:
 - Recruit, mentor, and support staff and volunteers to create a positive and effective work environment.

- Ensure compliance with all relevant regulations and standards.
- Oversee financial and human-resource planning in collaboration with the Executive Director
- In the Executive Director's absence, assume key internal shelter functions including attending external meetings and internal responsibilities to maintain the smooth operations of the shelter.
- Other related duties as required.

Qualifications and Experience

- Management experience in a shelter, preferably in a violence against women shelter.
- Bachelor level or higher post-secondary education in social work or related field or equivalent combination of education and work experience.
- Minimum of 3 years of directly related experience, preferably in an Indigenous social service agency.
- Ability to work in a 24/7 operational environment and respond to urgent situations.
- Understanding of organizational practice that are grounded in Inuit Societal Values.
- Knowledge of Inuit and Indigenous cultural practices
- Managed an organization that uses harm reduction practices.
- Strong understanding of issues related to domestic violence, child welfare, healing and restorative practices for Inuit women and their children.
- Knowledge of urban Inuit experiences and needs and Inuit culture, history and contemporary realities.
- Experience working with funders, Boards, government and community partners.
- Collaborative and service oriented leadership style
- Valid Driver's License with access to a vehicle
- Satisfactory background checks as required
- A combination of these qualifications will also be considered.

Preferred Qualifications

- Speaking Inuktitut is an asset
- Valid driver's license and access to own vehicle required
- Current First Aid / CPR Certification

For more information and to apply for the job once it becomes open, please go to the OAC website at:

www.ottawaaboriginalcoalition.ca