



4838 Lazelle Avenue, Terrace, BC V8G 1T4
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JOB POSTING

Position: Transition House Manager

Location: Transition House, 4838 Lazelle Ave

Program: Women's Transition House & Support Programs

Bargaining Unit: EXEMPT

Classification: Management

Rate of Pay: \$37.07 - \$43.81

Job Description: Operating with a trauma informed lens in every aspect of the job, the successful candidate ensures the day to day operations for the Transition House program and the Donation Room. She works closely with the management team to deliver the vision and mission of Ksan Society within her designated program areas and ensures that the goals and objectives of the organization are met. The Manager can work independently and as a team member and provide ongoing support to staff and clients from a trauma informed perspective. She can resolve and effectively manage stressful and emergent / crisis situations, and has the flexibility to meet ongoing program requirements, including participation at meetings, conferences, and other relevant events. She possesses well-developed planning, organizing, and administrative skills.

Qualifications: Degree in Social Work or a related field. Or the equivalent in education and experience. Minimum of one (1) year supervisory experience is required, preferably within the social service sector. Previous direct program delivery experience in the sector with a demonstrated working knowledge of applicable community-based programs and legislation.

Experience/Skills:

- Strong feminist analysis of violence against women and understanding of anti-oppressive, trauma informed practice. Grounded in an analysis of power and oppression that leads to a practice that values power with rather than power over.
- Ethical thinking practices and comfort with ambiguous situations.
- Demonstrated capacity to work inter-culturally and build cross-cultural relationships with sensitivity and capacity to work with diverse populations.
- Ability to take initiative, manage multiple and diverse projects and deadlines, and work well under pressure.
- Communicates effectively, both verbally and in writing.
- Flexibility to meet ongoing programs requirements, including participation at meetings, conferences, and other relevant events.
- Possesses a high level of leadership and conflict resolution skills.
- Well-developed planning, organizing, and administrative skills.
- Ability to set and meet planned goals and deadlines.
- Ability to create effective interdisciplinary teams.
- Ability to delegate appropriately.
- Keen interest and skill in developing staff strengths.
- Works effectively both independently and as a team member.
- Ability to resolve and effectively manage stressful and emergent / crisis situations.
- Maintains a clear Criminal Record

Hours of Work: 35 hours per week, Mon-Fri 8:30-4:30, requires on call for after-hours emergency

Posting Date: March 14, 2024 **Closing Date:** April 1, 2024

Start Date: TBD **Term:** Permanent Full Time

Competition #: TH_MANAGER_Mar2024

Ksan is committed to recruiting a diverse workforce that represents the communities we serve, while encompassing the principles of equity, inclusion, and diversity. This position is only open to women (trans, cis), gender diverse, and two spirited applicants given the nature of the programming being provided at the Transition House.

Send cover letter and resumes to: employment@ksansociety.ca quoting: **TH_MANAGER_Mar2024** in the subject line