

**Internal/External Posting**

**Shelter Supervisor, Haven House – 1 Full Time, Permanent Position  
Violence Against Women Prevention Program**

Wage: \$28.54/hour – \$30.91/hour + wage enhancements

Manitoulin Family Resources requires one full time Shelter Supervisor to lead and guide the front line team at Haven House Emergency Shelter, to meet the needs of women and children fleeing violence. The ideal candidate will have strong and compassionate leadership skills and extensive background in delivering services in the field of gender-based violence. Responsibilities include scheduling and supervision, supporting shelter operations, and ensuring the health and safety of the shelter residents and staff, and participation at local tables and in public awareness activities. Haven House Shelter, as part of the Violence Against Women Prevention Program of Manitoulin Family Resources (MFR), works within a harm reduction, feminist, and inter-sectional framework, following the vision, mission, and guiding principles of the agency.

The successful candidate will have:

- Degree in a related discipline, with work experience in the field of gender-based violence or equivalent education and experience
- Registration with the OCSWSSW or CPO
- 1 – 3 years' experience in a management capacity or significant field experience
- Strong interpersonal, coaching, and supervisory skills
- Financial management skills
- Expertise in conflict management and creative problem-solving skills
- Valid First Aid/CPR certification
- Clear vulnerable sector screening check
- Valid driver's license, reliable vehicle and insurable driver's abstract are requirements of the position, and conditions of hire

Work will generally be performed from the main office, located in Mindemoya. Flexibility of hours to meet program needs is required, as is an on-call availability for emergencies in coordination with the Executive Director. Hours shall average 36.75 hours per week. Attendance at the Mindemoya location is required, though a flexible work schedule can be proposed. A comprehensive benefits and vacation package is extended to all full-time positions. This position is part of the management team of MFR and outside the bargaining unit, reporting directly to the Executive Director.

We strive to foster an organization that reflects the diversity of the community we serve and welcome applications from all qualified candidates. We encourage applications from individuals from underserved and underrepresented cultural and racial communities, from First Nations, Inuit and Metis communities, people with lived experience, Two-Spirit, LGBTQIA+ communities, and people living with disabilities. If you require an accommodation, we will work with you to meet your accommodation needs to ensure your equal participation.

Deadline for applications: Monday October 7, 2024, 11:59 PM

*Interviews will be conducted as successful applications are received.*

Please forward applications to:

Colleen Hill, Executive Director, Manitoulin Family Resources

[chill@mfresources.net](mailto:chill@mfresources.net)