



140 ISLINGTON AVENUE  
ETOBICOKE, ON M8V 3B6  
TELEPHONE 416 252 7949  
FAX 416 252 1520

[www.womens-habitat.ca](http://www.womens-habitat.ca)

**Women's Habitat of Etobicoke**  
Manager of Community Programs  
Management Position  
*Permanent Full-Time*

**Reports to:** Executive Director

**Job Summary:** Women's Habitat provides shelter and services to women identified individuals and their dependents who are survivors of violence. Our 25 bed emergency shelter has been providing a safe place to rebuild since 1978. An Outreach Centre opened in South Etobicoke in 2006 to provide services to women and children in the community.

The Manager of Community Programs is responsible for the management, development, implementation and evaluation of community based programs and initiatives at our Outreach Centre. These programs will align with our current strategic plan which has a strong focus on civic engagement programming and poverty reduction initiatives. We are looking for a community leader and advocate with a strong intersectional, anti-racist, anti-oppressive, feminist approach who possesses a deep understanding of the issues related to gender based violence.

The successful candidate will be a strategic thinker who will effectively engage and motivate their staff team. They will have extensive knowledge of all relevant legislation, regulations, and policies and will have extensive experience developing and strengthening partnerships with community, civic and sector leaders.

**Responsibilities:**

- Promote our organizational values and support achievement of our organizational vision, goals and objectives.
- Manage, plan, direct and evaluate community programs and services.
- Prepare qualitative and quantitative reports for the purposes of organizational planning and to meet funder requirements.
- Plan and manage department budgets and actively participate in annual budget planning cycles with the management team.
- Monitor and evaluate programs and services, using qualitative and quantitative data for internal use and external stakeholders.



A United Way member agency

Registered Charities  
No. 12912-2065RR-0001



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### **Staff Management:**

- Provide on-going leadership, support and direction to seven person staff team.
- Provide staff with day to day support, including regular case consultation.
- Ensure adequate levels of staff to meet program needs.
- Responsible for staff performance management, including regular supervision sessions, performance appraisals, development of work plans, action plans, learning goals and addressing professional development needs.
- Ensure effective management of internal communication.
- Support student and volunteer engagement for community outreach programming.

### **Administration/other:**

- Develop additional funding opportunities; prepare grant applications and proposals in collaboration with the Resource Manager.
- Participate as a part of the management team in all aspects of yearly planning cycles.
- Must be available to share on call support duties for emergency shelter with Shelter Manager and Executive Director.
- Assume role of Acting Executive Director when required.
- Carry out other duties as may be assigned from time to time by the Executive Director.

### **Core Competencies:**

Women's Habitat employees adhere to the following core competencies:

1. Ensure that the Health and Safety guidelines are followed in accordance with the policies and procedures of the agency.
2. Ensure appropriate notification of child abuse as required by the Child and Family Services Act.
3. Adhere to and abide by Women's Habitat's harm reduction philosophy.
4. Ability to conduct trauma-informed work when dealing with agency clients.
5. Understand and adhere to the Ontario Human Rights Code at all times and in all aspects of her work.
6. Understand and implement anti-oppression and equity principles in all aspects of her work.
7. Ability to respond to a crisis in ways appropriate to ones role at Women's Habitat.
8. Demonstrate willingness and the necessary skills to attend to conflict and tension with colleagues and non-client stakeholders.



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9. Engage in constructive communication with peers, staff, clients, volunteers and other stakeholders, share information in an appropriate and timely manner and adhere to the agency's confidentiality agreement.
10. Ability to critically examine how she carries out her role and takes responsibility for the impact of her behaviors on others.
11. Demonstrate a commitment to continuous learning in order to ensure the delivery of high quality service.
12. Has the ability to work collaboratively as part of an effective team to best meet the evolving needs of clients and advocate on their behalf.

#### **Education requirements:**

- Undergraduate degree in Social Work.

#### **Experience requirements:**

- Minimum 5 years progressive management experience in the development, implementation and management of community based programs with a specific focus on gender based violence programming.
- 7 -9 years' experience working with diverse groups of women and their dependents that have experienced violence.
- Minimum 5 years' experience supervising staff in a unionized environment.
- Extensive experience supporting service users in navigating special systems and proven success supporting community members to engage in civic processes.
- Experience supervising students and volunteers.
- Experience chairing meetings, facilitating group processes.
- Experience in grant/proposal writing
- Experience in statistical reporting.
- Proficiency in managing and preparing budgets and financial reports
- Possess strong administrative and organizational skills utilizing and embracing current and emerging technology and tools.
- Experience in public speaking.
- Experience and commitment to working within a feminist / anti-oppression framework
- Strong community consultation skills and ability to liaise with a broad range of stakeholders.



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**Values and attributes:**

- Experience and commitment to working within a feminist / anti-oppression framework.
- Strong organizational skills, flexibility and ability to multi-task.
- Demonstrable reputation in maintaining confidentiality of information.
- Experience and commitment to build and promote a healthy workplace, free of harassment and discrimination.

This is a permanent, full time position, with some evening, weekend work and regular on call work required. Starting salary range is \$63,000-70,000 is annually. Women's Habitat offers an excellent benefits package.

To apply for this position please forward your resume and cover letter to [resume@womens-habitat.ca](mailto:resume@womens-habitat.ca)

**Deadline for Applications: Friday, June 29<sup>th</sup> 2018 5:00 pm**

*Women's Habitat is committed to the development of a staff team that reflects the diversity of the communities we serve. Applications from Aboriginal Women, Women of Colour, Lesbian, Bi-sexual and Trans-identified women are strongly encouraged.*

*Our agency is in compliance with AODA standard. Please contact Human Resources Manager Sojie Tate at 416-252-7949 Ext 244 TTY: 416-252-0361 or [state@womens-habitat.ca](mailto:state@womens-habitat.ca) if you require accommodation.*