NIEFS
NORTH ISLAND EMPLOYMENT

Housing Manager
Full-Time

Campbell River Region
Campbell River

Monday November 23, 2026

$41+/ hour (80,000-85000 per year)

Company: Campbell River and North Island Transition Society

Website: https://www.annelmorehouse.ca

Industry: Social Services

Remote/Camp Based Job: No

How to apply:

Send cover letter and email to: shellyk@annelmorehouse.ca Only those short listed will be contacted.

Attachment: Posting_0_0_0_1_0.pdf

Expiry Date:

Monday, December 07, 2026

Details:

Housing Manager Campbell River and North Island Transition Society (CRNITS) is located on the unceded traditional territories of the Liɣwiłda’x̱w, We Wai Kai, Wei Wai Kum, and Kwiakah First Nations, in beautiful Campbell River on Vancouver Island. Established in 1985, CRNITS is a growing, non-profit registered society and charitable organization committed to creating safer, more equitable communities. Guided by a feminist perspective, we work to promote a balance of power in society and empower self-identified women to reclaim their voices, strengthen their autonomy, and build independent lives. CRNITS is an inclusive and diverse employer. We value the unique experiences, perspectives, and contributions of our employees and are committed to fostering a respectful, supportive, and collaborative workplace. About the Role Reporting to the Executive Director, the Housing Manager is responsible for overseeing the day-to-day operations of a mixed transitional and permanent housing program. The primary areas of responsibility include tenancy management, program oversight, and staff supervision. The Housing Manager will work closely with residents, staff, community partners, and the leadership team to support safe, respectful, and well-run housing programs. This position offers the opportunity to make a meaningful difference in the lives of women and families while working as part of a dynamic and supportive management team. Do you thrive in an environment where you can make a meaningful difference? BENEFITS • Dental Care • Disability Insurance

• Extended Health Care • Life insurance • Paid time off • Municipal Pension • Employee Assistance Program • Company events • Socially responsible and inclusive culture Job Title: HOUSING MANAGER – EAGLE HARBOUR Date: August, 2025 Author: Lori Hirst Job Location: Eagle Harbour Supervisor: Executive Director Status: Management (union exempt) Job Profile Job Summary: The Housing Manager/Eagle Harbour works as a member of the Housing team and in consultation with the Executive Director supervising and coordinating programming, service delivery and staffing at Eagle Harbour. Job Duties: 1) Eagle Harbour programs; • Develop, implement and maintain operating procedures for intake, orientation and discharge of program participants/tenants • Participate in the development and amendment of policy and procedures in relation to housing services. • Develop, implement and maintain programs for program participants/tenants • Maintain resource materials 2) Supervision of service delivery; • Ensure appropriate service delivery to clients • Ensure application of policy and procedures • Ensure client confidentiality is maintained • Ensure a safe, warm and trusting environment • Develop, implement and maintain safety and security procedures • Provide mediation for program participant/tenant conflict • Participate and/or approve any information provided to the Ministry of • Children and Family Development about clients • Provide back-up to on program staff when off duty on a rotational basis 3) Building and property maintenance and safety • Manages and supervises building maintenance and renewal program • Manages building maintenance contracts • Ensure a safe environment for program participants/tenants and staff • Monitor safety and fire drill procedures 4) Staff supervision • Supervise program staff • Support program staff in the provision of services to clients • Supervise or delegate supervision of volunteers • Assign workload • Arrange staff schedules • Fill vacancies • Define or clarify job duties not specifically outlined in the appropriate job description • Authorize leaves in accordance with the collective agreement • Ensure application of the collective agreement (in consultation with the • Executive Director) • Orient new staff • Participate in the planning and delivery of in-service training for staff • Complete employee evaluation on an annual basis • Coach employees regarding performance issues • Provide progressive discipline as needed, in consultation with the • Executive Director • Work with the Human Resources Manager in hiring and termination as required • Provide mediation between employees in conflict • Model and encourage effective team building and problem solving 5) Record

Keeping; • Ensure the collection of statistical information • Ensure that accurate program and tenant records are maintained • Prepare a monthly report for the Executive Director including occupancy and workload levels • Prepare reports (statistical and other) for inclusion with the Executive • Director's report to the Board of Directors and the Society membership at the Annual General Meeting • Oversee the employee attendance records and leave banks • Ensure the maintenance of confidentiality 6) Financial • Participate in budget development • Manage financial resources and expenses within approved budget • Oversee resource materials 7) Miscellaneous • Abide by CRNITS code of ethics and philosophy • Abide by CRNITS Policy and Procedures • Maintain confidentiality according to Policy and Procedures • Maintain current knowledge of issues related to the abuse of women and children, addiction and homelessness • Continue to upgrade skills through staff and professional development • Attend staff meetings regularly • Special projects as directed by the Executive Director • Other related duties Working Conditions This position is in a residential facility and requires a high level of adaptability. The work requires dealing with people in crisis situations and managing emergencies is an ongoing expectation. This position requires being on call to staff for evenings, weekends and holidays (this role is shared with other agency Management) and may require work outside of normal office hours, including weekends.

Qualifications & Experience:

Human Profile Technical Skills Education • Bachelor's degree in a relevant field • Equivalent training and experience Experience • Minimum of 2 years in a housing facility preferably for hard to house individuals or women's second stage housing. • Minimum 5 year in a management position • Minimum 5 year in a position supervising staff Qualifications/Training • Emergency First Aid Certification • Excellent written and oral communication skills • Counselling and Crisis intervention skills • Knowledge and understanding of abuse of women and children, addiction, • homelessness and trauma. • Leadership and supervisory skills • Good interviewing and assessment skills • Group facilitation skills • Computer and office software literacy • Knowledge of the Tenancy Act Requirements • Transportation • Criminal Record check and Criminal Record Review • Not in an abusive relationship for at least one year Performance Skills Mental Demands • Possesses and is able to apply a feminist perspective • Ability

to relate well to clients in crisis regardless of ethnic, religious, or socioeconomic status, sexual orientation, age, physical or mental ability • Able to manage stressful work and fluctuating workload • Able to make sound judgments • Adaptable • Has initiative • Respectful in all communication with clients, staff and other agencies • Organized and processes time management skills Skills and abilities • Detail orientated with the ability to manage multiple priorities and deadlines. • Excellent written and verbal communication skills • Strong problem solving abilities, particularly in high stress situations • Competent in technology, databases and the full office suite • Proven ability to respond effectively to crisis and de-escalation • Demonstrated and in-depth knowledge of housing and shelter issues, • relevant legislation and policy and community resources.
