

Employment Status

Full Time Permanent

Lookout Housing and Health Society a charitable organization and social safety net that provides housing and a range of support services to adults, with low or no income, who have few, if any, housing or support options. As the people we serve have challenges meeting basic needs and goals, we place minimal barriers between them and our services. We believe that helping people help themselves is essential in addressing homelessness and all the issues that surround it. Securing appropriate housing is the first and most essential step in achieving responsible independent for individuals. For more information about Lookout, please visit www.lookoutsociety.ca

Location

Junction - Courtenay

Days and Hours of work

The schedule for this position is an average Monday through Friday 40 hour work week with an occasional requirement to work additional hours in order to meet deadlines.

Salary

\$38.70 - \$39.91 per hour

Job Summary

The Manager is responsible for the oversight of The Junction - Courtenay, ensuring all clientele receive the pertinent service. Salary will be negotiated depending on experience and qualifications, and includes a benefits and pension plan. Use of a vehicle is required to travel between sites. Manager is responsible for complying with and contributing to all aspects of health and safety program.

Job Duties

Key duties and responsibilities include overseeing the daily operation of the site, including the directing and oversight of the programs, ensuring all clientele receive the pertinent service; that the goals and philosophy of the Society and programs are met, maintaining a minimal barrier, open door service to adult men and women who are disenfranchised from other services. Is responsible for personnel management including hiring, training, discipline and appraisals. Is also responsible for payroll and will support personnel in their work performance. Will manage and control the finances of the programs, maintain and report out on statistics and services, ensuring all regulations including health & safety are met. The position will provide some direct service to clientele, oversee a medication and comfort program. The Manager will liaise with the neighbourhood and the service community and deal with the public, other service agencies and professionals.

Qualifications & Competence

- Degree or Diploma in the Social Service of Health field or a combination of education and experience. Education with a clinical designation is an asset.
- Five (5) years' experience working with health specific programming such as mental health, harm reduction, or trauma informed practices. Experience working in a clinical setting is an asset.
- Five (5) years' experience working in the community social service sector
- A minimum of three (3) years of supervisory experience in a unionized environment
- Experience with scheduling, payroll, scheduling, budgeting and human resources an asset

- Demonstrated knowledge of income assistance, affordable housing and health and trauma resources as well as managing program budgets and delivering reports.
- Strong collaborative approach to delivering and developing programs and services
- Proven ability to lead and work with a staff team in a unionized environment
- Strong time management skills with the ability to manage multiple priorities
- Proven communication and conflict resolution skills
- Strong reporting, organization and computer skills
- OFA 1 First Aid Certificate
- Criminal Record Clearance – Vulnerable Sector
- Non Violent Crisis Intervention an asset

Closing Date

Applications will be accepted until March 11, 2025 at 5:00pm

TO APPLY: Submit a cover letter and resume to: <https://careers.lookoutsociety.ca/job-invite/1986/>

****Employees of Lookout Housing and Health Society must apply online via the **Internal Career Portal** on SAP. ****

“All employees, including laid off and displaced employees, are entitled to apply on the vacancy and be considered pursuant to the provisions of Article 12.9.” Internal applicants must apply through "Career Opportunities" on SAP. External applicants will be reviewed after Internal.

ALL QUALIFIED APPLICANTS WELCOME TO APPLY. THOSE SHORT-LISTED WILL BE CONTACTED.

c. BCGEU, Shop Steward

Lookout Housing and Health Society is committed to empowering people from different races, gender, age, religion, identities and unique experiences. We welcome everyone from diverse backgrounds and encourage them to apply in order to foster an inclusive environment.