



Aboriginal Shelter Weekend Shift Supervisor - External Job Posting

Title

Aboriginal Shelter Weekend Shift Supervisor – (4pm to 12am) shift

Reports To

Operational Manager

Summary

The Purpose of this position is to provide administrative assistance to the Operational Manager for the operation of a low barrier, safe and secure shelter for the homeless. The Shelter Supervisor is responsible for the assistance in collecting and reporting of statistics regarding shelter use and operation, incident reports and maintenance of personnel files under the direction of the Operational Manager. The Shelter Supervisor position is also to maintain a high standard of shelter care and maintenance service that, meets applicable health and safety regulations for any or all facilities, equipment and infrastructure owned and operated by the Vancouver Aboriginal Friendship Center Society / Aboriginal Shelter. And

The Vancouver Aboriginal Friendship Center society's Mission Statement is to provide programs and services that will contribute to the culture, educational, social, economic and recreational development of Aboriginal people; and to support the objective of Aboriginal self-determination.

Core competencies

- Customer Focus
- Communication
- Energy & Stress
- Team Work
- Quality Orientation
- Problem Solving
- Accountability and Dependability
- Operating Equipment
- Ethics and Integrity
- Knowledge of aboriginal culture

Job Duties

- Have a good understanding of the Policy and Procedures as well as the Collective Agreement
- Conduct Community Engagement to assist in maintaining good neighbor relations and on a regular basis handle any issues and complaints
- Coordinates client concerns and issues amongst Shelter Staff
- Reports on any client illness, drug/alcohol related issues or concerns
- Assist in Managing Shelter personnel to ensure proper operation of the facility
- Responsible for daily review of incident reports and to ensure that each report is followed up with appropriately.
- Responsible for maintaining the Shelter's correspondence and staff attendance records and filing systems
- Review the supply lists to ensure that adequate resources are available.
- Responsible for assisting and referring clientele to appropriate services as needed
- Attend meetings involving clientele in question, and other related duties



THE VANCOUVER ABORIGINAL FRIENDSHIP CENTER SOCIETY

- Upkeep with the high turnover of the Storage area making sure guests are following the guidelines appropriately and keep updating each other on the changes
- Keep updated on the Restriction Grid and the restriction list to ensure safety to the Shelter.
- Develop and Maintain a Strong network with Aboriginal and Non-Aboriginal Services providers.
- Additional tasks (as assigned)

Requirements

- High School Diploma (or equivalent)
- Minimum of 3 years related work experience in shelter or equivalent, with an exceptional employment and attendance record.
- First Aid Certificate
- FoodSafe Certificate
- WHIMIS Certificate
- Sound Knowledge of the Downtown Eastside and proven record of ability to work with people who have been, or are, homeless
- Knowledge of Government health requirements in relation to public facilities
- Criminal Record Check
- Ability to work in harmony as part of a team and with user of the Aboriginal Shelter
- Must have the demonstrated ability to communicate effectively, both verbally and written.
- Must bring a high degree of resourcefulness, flexibility and adaptability
- Must bring a high level of critical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts
- Must have a good strong sense of team ethics and professionalism
- Have strong morals and ethics along with a commitment to staff privacy
- Must be able to be depended upon to plan and organize work effectively and sure its completion

Working Conditions

- Ability to attend and conduct presentations
- Ability to lift items as heavy as 50 lbs.
- May be exposed to infectious waste, diseases, condition, etc., including exposure to the AIDS and hepatitis B viruses
- Interacts with residents, family members, staff, visitors and government agencies.
- Intermittent physical activity including walking, standing, sitting, lifting and supporting guests

Closing Date of Posting: Until Position is filled..

Please forward your application package to VAFCS Attention: Brian Francis (Operational Manager) Email: shelter@vafcs.org or fax to: (604) 251-1986 Attention: Brian Francis (Operational Manager)

Subject line: Shelter Weekend Supervisor Posting

VAFCS gives preference in hiring to qualified people of Aboriginal Ancestry

Only candidates who are shortlisted will be contact for: Interview and/or Training

Thank you for your interest in applying to the Vancouver Aboriginal Friendship Centre Society