******Aboriginal Mother Centre Society** **2019 Dundas Street Vancouver V5L 1J5 Ph: (604) 558-2627 www.aboriginalmothercentre.ca**

**Job Title**: Transformational Housing Manager

**Department**: Administration

**Responsible to**: Reporting to the Executive Director

**Time Commitment**: 37.5 Hours Weekly 8:30-4:30 Monday-Friday

**Key Responsibilities:** *The Transformational Housing Manager works in accordance with the mission and philosophy of the Aboriginal Mother Centre Society. The manager carries out the leadership and a variety of duties related to the operation of the Transformational Housing program for Aboriginal mothers and children who are at risk of homelessness and/or child protection interventions.*

* Manages program within budget, ensuring policies, procedures, forms and records are maintained
* Oversee proper repair and maintenance of suites ensuring full compliance with health and safety standards.
* Facilitates house meetings to address and promote communal living benefits.
* Work within a team to best serve the clients and community.
* Oversee intake, supervision, referral process
* Ensure proper statistical data is documented, recorded and maintained
* Build strong effective working relationships with the residents of the Transformational Housing program
* Build collaborative and strong effective working relationships with support and child protection social workers
* Train and mentor the support worker employees
* Scheduling of support worker shifts on a 24/7 operation
* Consult with staff and residents on issues such as culture, health, life skills, healthy, boundaries
* Liaise between Aboriginal community and government agencies
* Be on call after hours for consultation or for an on-call response

**General Responsibilities**: Due to the nature of the work environment, it is required that all staff members perform duties beyond their job description, such as, but not limited to:

* answering phone, taking messages
* helping other employees with organizing community events
* assist regardless of the program