



Director of Community Initiatives Job Posting

TITLE: Director of Community Initiatives

LOCATION: Winnipeg MB

DEPARTMENT: Community Initiatives

REPORTS TO: Executive Director

DIRECT REPORTS: Shelter Services Manager, Housing Services Manager, Outreach Services Manager, Food Services Manager

STARTING SALARY RANGE: \$75,000 to \$80,000

HOURS: Full-time

POSITION SUMMARY

Reporting to the Executive Director, the Director of Community Initiatives leads the development and program oversight for Main Street Project's shelter, outreach, food, and residential programs. The Director provides guidance and supervision to managers ensuring MSP's programs and services that meet community needs. In accordance with MSP's 5-year strategic plan and in collaboration with external partners, the Director of Community Initiatives will implement and advance Housing First program initiatives within the organization while enhancing and embracing Truth and Reconciliation.

PROGRAM AREAS

Emergency Shelter

Main Street Project's 24-hour emergency shelter and drop-in, staffed by a team of 30 front line support workers, is designed to ensure respite is available to all. Using a trauma informed and harm reduction model we offer safe and non-judgmental services to those who are homeless, displaced, experiencing mental health or substance use issues. Individuals receive access to basic needs, Case Workers, harm reduction supplies, resource information and medical support through WFPS paramedics.

Housing (Mainstay and Bell Hotel):

MSP operates two housing initiatives, The Mainstay Residence and The Bell Hotel. Our housing team consists of 25 front line staff who work together to support eviction prevention, harm reduction, life skills, capacity building, and advocacy services through the lens of independence and tenant-defined success. The Mainstay Residence is a supported transitional living environment that is staffed 24/7 and provides assistance, continuity and a sense of security to its up to 34 community members in 28 rooms. The Bell Hotel is a long-term supportive housing model demonstrates that securing appropriate housing is the first and most essential step in achieving independence for individuals who were previously chronically homeless.

Outreach Services:

Main Street Project's Van Patrol is a mobile community outreach program that offers support to all people in Winnipeg on the streets, sleeping rough, and houseless or in crisis through a trauma-informed and harm reduction lens. The van is a mix of preventative outreach support and a crisis response service. The multi-disciplinary team is made up of 12 integrated support staff, peer workers, and caseworkers.

Food Services:

Food services, food bank and the front line kitchen support route and plan for organizational for food and nutrition goals across all programs. Operating two kitchens and a weekly food bank enables the organization to best utilize community donations to offset budgeting.

KEY RESPONSIBILITIES

- Oversee program development and management in the areas of Shelter, Housing, Food and Outreach services
 - Develop, revise and implement program policies & procedures in collaboration with the management team

- In collaboration with the Director of Indigenous Relations, provide safe atmosphere for Indigenous employees, participants and stakeholders throughout the organization
- Implement the principles UNDRIP and Truth and Reconciliation throughout MSP
- Provide oversight on the use of the Homeless Individuals and Families Information System (HIFIS), ensuring program-wide compliance with data input and reporting requirements
- Effectively promote evidence base "best practices" in the transitional and permanent supportive housing field (i.e. Housing First) and related fields (i.e. trauma informed cares, critical intervention, harm reduction, etc.).
- Provide leadership to resolve issues impacting program and service delivery; develop strategies in collaboration with directors and managers to balance competing and conflicting interests to achieve the best outcomes for MSP
- Implement and advance Housing First program initiatives within the organization
- Participate on the senior leadership team including the overall strategic planning for MSP
- Develop reports for the Executive Director, leadership team and various auditors and reporting agencies.
- Perform other duties as delegated by the Executive Director
- Facilitate the growth of program staff through supervision, consultation and training
 - Ensure staffing levels meets program delivery goals
 - Identify performance issues concerns taking appropriate action to resolve;
 - Work with the HR and program managers to fill vacancies; identify hiring needs within the department, advising the Human Resources Department
 - Ensure programs are within the approved payroll budget; monitor biweekly payroll
 - Ensure staff receive appropriate supervision and performance evaluations
 - Provide ongoing coaching and supervision to program managers
 - With the program managers, assess staff training needs and facilitate their obtaining the training; oversee documentation of credentialing requirements
- Engage and collaborate with external community partners
 - Identify key stakeholders in the community (i.e. service providers, government entities, etc.) and ensure regular check-ins to discuss program and progress towards outcomes.
 - Collaborate with the Executive Director to ensure attendance at critical community meetings.
 - Represent MSP at a broad array of local, provincial and national forums, to ensure systems-level advocacy and coordination.
 - Respond to inquiries and build meaningful relationships with external stakeholders
- Demonstrate high professional and ethical standards, and have a therapeutic approach of being empathetic, respectful, and motivational

EDUCATION & QUALIFICATIONS

- In-depth knowledge and understanding of the philosophies, practices and standards relating to social housing program design, development, implementation and evaluation.
- Significant experience in a leadership capacity in comparable, complex organizations
- In-depth knowledge of the housing and support needs of vulnerable populations.
- In-depth knowledge and understanding of MHRC and WHRC mandate(s), programs and policies in delivering social housing to the vulnerable.
- Advanced educational and professional qualifications, with demonstrated advanced expertise and experience in the sector
- Graduate from a recognized post-secondary health or social services program
- Experience in program management, strategic planning, budgets and finance.
- Satisfactory Criminal Record with clear Vulnerable Sector Search, and a clear Adult Abuse Registry Check required.
- Valid Class 5 Driver's License



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SKILLS & SPECIFICATIONS

- Ability to assess program requirements, develop policies, procedures and delivery strategies to meet operating mandates and expected outcomes, evaluate program effectiveness from needs perspective, and provide recommendations to improve program implementation and management
- Effective consultative, facilitation, negotiation, conflict resolution, problem solving and consensus building skills.
- Strong verbal and written communication skills.
- Ability to establish and maintain constructive working relationships with other directors, managers and staff, other branches of government and various external stakeholders including housing associations, health authorities and provincial and federal governments
- Excellent project management, analytical thinking, problem solving and decision-making skills.
- Proven financial acumen, with the ability to improve effectiveness and efficiency through the management and utilization of human, financial, and physical resources.
- Strong leadership skills, including the ability to direct, motivate, evaluate, and recognize staff; proven ability to share skills and knowledge with others.
- Proficiency with office computer equipment and software
- Competent in the application of Health and Safety standards
- Working knowledge and understanding of the various components of human resource management. Experience in a unionized environment is considered an asset.
- Commitment to the principles that guide Main Street Project, as reflected in the history, vision, mission and values.
- Proven ability to work within an interdisciplinary work environment with respect, professionalism, cooperation, sensitivity and cultural awareness.
- Strong knowledge, commitment and demonstrated ability to apply diversity, equity, cultural safety, pro-choice, social determinants of health, population health, anti-oppression, harm reduction, trauma-informed and community development principles in all aspects of the work.
- Ability to work flexible hours to allow for attendance at meetings and may include evening, holiday, or weekend consultation.
- Knowledge of TRC Calls to Action, MMIWG Call to Justice, and UNDRIP
- Additional languages (Indigenous) are considered an asset
- Experience working with Indigenous organization and/or communities an asset

APPLICATION PROCESS:

When emailing your application, be sure to indicate the correct position information in the **subject line** when applying:

Submit required documentation to	hr@mainstreetproject.ca
Required Documentation	Resume, Cover Letter, Education Credentials
Closing Date	April 25, 2022 @ 9:00 am
Subject Line	Director of Community Initiatives

Main Street Project recognizes the importance of building a workforce that is reflective of the community it serves, where culture, language and perspectives drive a high standard of care and service. Therefore, preference will be given to Indigenous people and those who reflect the people/population we serve. Applicants are asked to self-declare in their cover letter along with describing how they meet the above qualifications.

We thank all applicants but only those selected for an interview will be contacted.