

Job Posting

Type:	Internal/External Posting
Position:	Program Manager, The Dominion Hotel (Indeterminate, Full Time)
Salary:	Competitive salary and benefits package
Hours:	Monday - Friday, 8:30 a.m. – 5:00 p.m.
Closing Date:	Wednesday, April 18 th , 2018 at noon

An exciting opportunity exists for a Program Manager within Atira Property Management Inc.'s supportive housing portfolio. Atira Property Management Inc. offers quality property management services for non-profit housing, housing cooperatives, strata corporations, developers and rental properties in the Greater Vancouver area, as well as manages more than 18 supportive housing programs. As one of the first mission-driven companies of its kind in Canada, Atira Property Management is a social-purpose business that grew out of Atira Women's Resource Society.

Qualifications:

Must have a minimum five years' experience as a front-line support worker working with people who may be struggling with substance use and or mental wellness, poverty, episodic or chronic homelessness and who face multiple barriers to securing safe, affordable long-term housing. Experience must be in increasingly more senior roles and at least two of those years must be in a supervisory capacity. Must be able to demonstrate clinical, assessment, crisis intervention and management skills; must have a well-developed analysis of the ongoing impact of colonization and the resulting effects on First Nations, Métis and Inuit tenants, in particular. Must understand and be at ease working within a harm reduction environment.

Primary Accountabilities:

- Working with various funders and community partners to select and support tenants
- Selecting, orienting, supporting and supervising all program staff/holding monthly staff meetings
- On call duties including responding to program emergencies, which may be after hours and on weekends
- Collecting rent, maintaining current and complete tenant files and an accurate and up-to-date rent roll
- Meeting the annual budget
- Compiling payroll
- Keep accurate records, files, log notes and statistical information as per practice/policy
- Providing one-to-one and group support to tenants and holding monthly tenant meetings
- Liaise and build relationships with other organizations in the community
- Attending community meetings and fundraising events

Skills & Abilities:

- Ability to work under pressure/in crisis
- Ability to give & receive constructive criticism
- Ability to diffuse/de-escalate people in crisis
- Superior facilitation skills and experience facilitating groups
- Excellent written communication skills
- Ability to manage stress
- Ability to learn from experiences
- Ability to work with complex behaviours
- Ability to work independently as well as collaboratively
- Superior computer skills

Education:

A degree, diploma or certificate in a related subject combined with relevant workplace experience and skill-based training (e.g. through programs like those offered at the Justice Institute or the Native Education College) is required, Formal education/credentials will count only as much as the equivalent combination of skill-based training, work and lived experience.

Additional Requisites

- A valid First Aid Certificate is required
- Non Violent Crisis Intervention certification is required
- Food Safe Certificate is required
- Ability to fulfill the physical demands of the job
- All positions are subject to a criminal records review

Application Process

Expressions of interest, including an updated resume and a cover letter describing how you meet or exceed the above-noted qualifications, must be received by email at jobs@atira.ca or by fax at 604.439.8804. Only short listed applicants will be contacted.