



## Career Opportunity

### Toronto

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*Non-Profit organization dedicated to helping Indigenous women and children*

### Emergency Shelter Services Director

#### Responsibilities:

- Oversee the day to day services and operation of the emergency shelter facility
- Ensure culturally sensitive programs reflect the needs of the Aboriginal community
- Assure continuous planning, selection, development, training and evaluation of staff
- Maintain comprehensive job descriptions and ensure policies and procedures are followed
- Demonstrative, effective leadership through ongoing mentorship, direction and analysis
- Propose plans, organize and evaluate the acquisition of financial resources
- Provide accurate financial and program information for service delivery contracts
- Ensure all property, equipment, goods and chattels are insured and used properly
- Foster positive community relationships; monitor and evaluate service delivery outcomes
- Ensure counseling practices maintain a high standard of the best in Aboriginal traditions
- Responsible for shelter inventory control and replacement as required
- Prepare and submit accurate budgets, audits and funder reports in a timely manner

#### Qualifications:

- Degree in Aboriginal Studies, Public Administration or Business Administration
- Management experience in a non-profit organization preferred; demonstrated leadership
- Business acumen for the fiscal responsibilities and financial reporting requirements
- Exceptional oral and written communication skills to prepare job descriptions, proposals
- Effective time management to both manage staff performance and oversee operations
- Must be action oriented, adaptable, innovative and self-directed

#### To Apply:

Email your resume to:

[apply@oigroup.ca](mailto:apply@oigroup.ca)

Telephone Enquiries:

1.800.668.9852 ext. 227