



## **JOB DESCRIPTION - HOUSE DIRECTOR**

### **Coverdale Justice Society**

Position: House Director

Reports to: Executive Director

Location: 1101 Wellington St. Halifax

Compensation: \$60,000 and comprehensive medical insurance plan, Employee Assistance Program, three weeks of vacation in the first year and four weeks of vacation in the second year, generous sick leave, a generous paid holiday schedule, in-house trainings, and professional development opportunities.

Hours of Work: 8-hour shifts Monday-Friday with on-call responsibilities

Coverdale Justice Society is a community-based organization dedicated to improving access to justice, promoting alternatives to traditional justice systems, and enhancing public safety and well-being, with a focus on primarily serving communities of criminalized women and gender-diverse individuals, including Indigenous and African Nova Scotian women, trans and queer people, and those affected by gender-based violence and poverty. Coverdale aims to support individuals impacted by historical and ongoing colonization, racism, sexism, homophobia, and other forms of marginalization and oppression. Our services include court-based, housing-based, and community-based supports. Rooted in core values such as empathy, justice, and courage, Coverdale strives to find innovative ways to make real and lasting change for women and gender-diverse people.

### **JOB OVERVIEW**

**Coverdale** is seeking a dynamic individual to lead its new 12-unit supported housing facility. This is a managerial position within a residential setting. Work includes responsibility for implementing and managing all programs, policies, and procedures and evaluating program delivery. The House Director, in working with the Executive Director, will manage the development and implementation of residential policies and standards. The House Director is responsible for the direction and supervision of administration and program staff in designing and delivering client responsive programs, services, and supports. The House Director must have excellent leadership skills, and the ability to work and lead a team in a trauma environment. The House Director will have strong financial management skills, and a demonstrated ability to work collaboratively, both internally and externally with other stakeholders and agencies.

Work involves the recruitment of program staff, as well as implementing the orientation of new staff and providing performance evaluations. Work involves managing staff in all aspects of program delivery while ensuring compliance with professional standards and adherence to quality standards of performance and duties. Work is performed with independent judgment and initiative within the scope of organization policies and program philosophy, with work reviewed through reports, conferences, and regular meetings with the Executive Director.

### **KEY RESPONSIBILITIES**

#### **Strategy and Leadership:**

- Manage all aspects of the supportive housing program, providing administrative, management, and oversight.
- Provide supervision to all program staff regularly to guide client support (i.e., crisis intervention, assessments, and referrals).



- Ensure adherence to all relevant professional standards, including social work, residential, and accreditation standards.

#### **Administration:**

- Ensure accurate and up-to-date statistics are maintained and reviewed for all programs and services; analyze and interpret data as required.
- In consultation with the Executive Director and other agency personnel, prepare necessary mission and funding proposals.

#### **Program Delivery and Review:**

- Implement programs and services in accordance with the program plan, which meets contractual obligations and client needs.
- Ensure staff awareness of, and adherence to, policies and procedures.
- Provide professional guidance and direct advice to program staff regarding case management and client services.
- Ensure all client documentation is complete, accurate, up to date, and in accordance with professional and accreditation standards.
- Ensure appropriate liaison with community/governmental agencies in accepting referrals, facilitating referrals, and advocating for clients.

#### **Community Relations**

- Develop and maintain relationships with community partners, including other homeless-serving agencies, governmental departments, health-related agencies, corrections, etc.
- Represent Coverdale on various committees and working groups within the community/homeless/justice-serving sector as required.

#### **Employee Relations**

- Supervise the work of all program staff within the House for the 24/7 staffing
- Recruit and implement orientation for all direct reports (program staff)
- Ensure appropriate training for program staff; prioritize training and professional development needs.

#### **Financial**

- Prepares and manages budgets for assigned areas of responsibility.
- Has credit card expenditure authority.

#### **Health and Safety**

- Participate in the Occupational Health and Safety Committee as a management representative.
- Implement appropriate safety and security procedures as necessary.
- Ensure that program staff are aware of and trained in emergency and safety procedures.

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

#### **Education, Qualifications, and Certifications:**

- Master's degree in social work or equivalent combination of education and experience

#### **Experience and Skilled Knowledge Requirements:**

- Considerable experience in the field of social services
- Experience managing non-profit community-based organizations, preferably in the homeless-serving and/or justice-serving sector.
- Experience working with disadvantaged and vulnerable populations; knowledge of and sensitivity to race, gender, sexual orientation, and issues impacting diverse communities.



- Knowledge of and proven ability to link with community resources.
- Supplemented by training obtained through cumulative continuing professional education and/or certificate programs, specialized training required for the area of expertise, and demonstrated competence in arriving at professional judgments of a highly responsible nature.

**Skills and Capabilities:**

- Excellent verbal and written communication skills
- Strong interpersonal, leadership, and organizational skills
- Strong computer skills, including a working knowledge of Microsoft Office and Microsoft Windows operating System

To apply, merge cover letter and resume and send in confidence to [ed@coverdale.ca](mailto:ed@coverdale.ca) by September 1, 2023, at 4pm. Only candidates selected for an interview will be contacted.

*We welcome applications from candidates who reflect the communities we serve, particularly candidates from Black communities, Indigenous communities, and racialized people, persons with disabilities, members of diverse gender identities and people with lived experiences. We are seeking candidates who demonstrably operate and practice from an equity and trauma-informed lens. We encourage applications from passionate professionals who will help us dismantle systemic barriers.*