



JOB POSTING
DIRECTOR OF RESIDENTIAL AND COMMUNITY SERVICES
(TERM CERTAIN 6 MONTHS)

THE MISSION OF SONSHINE COMMUNITY SERVICES:

“Motivated by our Christian faith, our mission is to help women and children transform their lives.” We envision a community where women and children live safely in healthy families. The organization offers a comprehensive benefits package and supports training courses to enhance career development.

PURPOSE OF THE POSITION:

The Director Residential and Community Services reports to and collaborates closely with the Principle Director Programs and Operations. The individual provides leadership and program management for the Sonshine Centre and Community Counseling Services. They have a thorough understanding of family violence, as well as the systems needed to provide excellent care to women and children who have experienced this. In addition, they apply their skills related to counseling theory and practice, as well as volunteer management.

DUTIES AND RESPONSIBILITIES:

Duties and Responsibilities include:

- Work closely with the Principle Director Programs and Operations to establish a strategic plan for Sonshine Centre activities that aligns with the Board of Directors’ goals.
- Partner with the Principle Director Programs and Operations and Resource Development Manager to plan and execute on a sustainability plan and promotional strategies for the community counseling program.
- Create the annual goals and evaluate program delivery of these goals on an ongoing basis to ensure it reflects the mandate of Sonshine Centre, as well as consistent improvement of the program.
- Work closely with the Data Analyst to gather and interpret agency statistics, as well as assess community needs and service gaps.
- Manage and provide leadership to the Residential and Community Services Team
- Lead from a Trauma Informed perspective to ensure Trauma Informed service delivery.
- Support a strong team environment by promoting open communication and positive working relationships with staff.
- Oversee the development of operational policies and procedures pertaining the Residential and Community Services program.
- Have a working knowledge of the Residential Tenancy Act and be able to support clients with landlord and tenant related matters.
- Communicate the vision and goals of Sonshine Centre to the team to ensure consistent delivery.
- Build relationships by liaising with relevant service agencies, organizations, government bodies and educational institutions.
- Build relationships by liaising with other Program Directors, to ensure integrated service delivery to the families accessing services at Sonshine Community Services.

- Prepare the annual Residential Services and Community Counseling budget and monthly program reports to present to the Principle Director Programs and Operations and the Board of Directors for approval

QUALIFICATIONS AND SKILLS:

- 5+ years' experience in a counseling role, preferably for a non-profit organization in a family violence field.
- 4+ years' experience in a management role leading a team of direct reports.
- Undergraduate or Master's Degree in Social Work, Counselling or Psychology or related field.
- Experience in developing and managing annual department budgets of over \$500,000 dollars.
- Eligible to pass a police and child welfare security check.
- Working knowledge of Microsoft Word and Excel.
- Strong flexibility skills with the ability to think and act quickly based on the situation.
- Questioning attitude to determine how things can be done better.
- Good leadership, time management, and organizational skills.
- Ability to maintain confidentiality, particularly around sensitive issues and situations impacting clients.

REQUIREMENTS:

- Police and Child Welfare security checks

PLEASE SUBMIT YOUR RESUME AND COVER LETTER NO LATER THAN **JANUARY 31ST, 2019** TO:

Alma Fourie,
Principal Director, Programs and Operations
Sonshine Community Services
Box 34067, RPO Westbrook
Calgary, AB T3C 3W2
Email: afourie@sonshine.ca
Fax: (403) 287-2194

Sonshine Community Services is an equal opportunity employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted. We regret that we are unable to accept telephone inquiries.