

ONEIDA NATION OF THE THAMES

HUMAN RESOURCES
2212-A ELM AVENUE
SOUTHWOLD, ONTARIO
N0L 2G0



TELEPHONE: (519) 652-3244

FAX: (519) 652-2930

JOB POSTING

Position: Shelter Services Supervisor
Term: Permanent Full-Time
Department: Oneida Family Healing Lodge
Division: Community and Social Services
Salary: Competitive salary range
Hours: 40 hours per week, Monday to Friday, 8:30a.m. to 4:30p.m., must be flexible to align work schedule with program requirements which will include some evenings, weekends and statutory holidays

Posting Date: February 6, 2025**Closing Date: February 20, 2025, at 4:30p.m.****JOB SUMMARY:**

The Shelter Services Supervisor is responsible for overseeing the day-to-day operations of the residential services of Oneida Family Healing Lodge (OFHL). This includes staff scheduling, programming coordination, and monitoring client-staff ratios. The Supervisor will manage intakes and ensure that all residents' needs are met, in alignment with the residential workplan and OFHL operations manual. Additionally, the Supervisor will assist with financial planning, the development of the annual work plan, and the completion of administrative tasks, including the preparation of annual, quarterly, and year-end activity reports as required by the OFHL Manager.

The Shelter Services Supervisor is a supervisory role that supports the recruitment and selection of staff for the Oneida Family Healing Lodge. The Supervisor will provide coaching, training, guidance, mentoring, and regular supervision to staff. This position also involves completing tasks assigned by the OFHL Manager and participating in meetings with internal and external stakeholders.

EDUCATION:

1. A Bachelor of Social Work (BSW) is preferred.
2. Candidates with a Post-Secondary Degree in Psychology, Human Services, or a related field may be considered.
3. Registration in good standing with the Ontario College of Social Workers and Social Service Workers is considered an asset.

EXPERIENCE:

1. A minimum of three (3) years experience in a supervisory or leadership role.
2. A minimum of two (2) years experience working in a shelter or social services environment, preferably with women and children facing homelessness, domestic violence, or abuse.
3. Previous experience with program budgets, tracking expenditures, and ensuring financial compliance.
4. Strong computer skills, including proficiency in Microsoft Office applications.

MANDATORY DOCUMENTATION WITH APPLICATION:

1. A cover letter must be included with your application addressing the qualifications outlined above.
2. Resume.

REQUIREMENTS PRIOR TO STARTING EMPLOYMENT:

1. The successful candidate must submit a recent Vulnerable Sector Check (completed within a 30-day timeframe), at their own expense.
2. The successful candidate must submit a copy of applicable educational qualifications (certificates, diplomas, degrees, etc.).

Submit all mandatory documentation to hr.recruitment@oneida.on.ca.

➤ Late applications will not be accepted.