

Employment Opportunity

The Salvation Army Ontario Division

Position Title:	Director	Competition #:	
Ministry Unit:	THHS – Maxwell Meighen Centre	Position Type:	One Year Contract
Salary Range:	\$71,367.92 - \$107,051.98	Date posted:	February 5, 2021
City:	Toronto	Posting Expires:	February 19, 2021
Applications Accepted By:			
E-mail: Brenda.Wootten@salvationarmy.ca Attention: Brenda Wootten, Director of Human Relations Please no phone calls.			
Position Description			
<p>The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.</p> <p>Mission Statement The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.</p> <p>Core Values The Salvation Army Canada and Bermuda has four core values:</p> <p>Hope: We give hope through the power of the gospel of Jesus Christ. Service: We reach out to support others without discrimination. Dignity: We respect and value each other, recognizing everyone’s worth. Stewardship: We responsibly manage the resources entrusted to us.</p> <hr/> <p>POSITION PURPOSE SUMMARY The Director provides holistic leadership to the Maxwell Meighen Centre in planning, human relations and development and implementation of service-related policies/procedures for the Maxwell Meighen Centre. In so doing, they ensure the Maxwell Meighen Centre meets the needs of service users, in a manner consistent with the mandate and values of Toronto Housing and Homeless Supports (THHS) providing high quality service, and meeting funder expectations.</p> <p>RESPONSIBILITIES The Director reports directly to the Assistant Executive Director and is responsible to supervise, coach and mentor the Hostel Managers, Program Service Manager, Property Manager, Administrative Coordinator and Chaplain.</p> <p>RESPONSIBILITIES: Direct and coordinate all administrative functions for Maxwell Meighen Centre.</p>			

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.

Employment Opportunity

The Salvation Army Ontario Division

- Ensure policies and procedures are developed, implemented and reviewed annually in accordance with The Salvation Army Operating Policies, Accreditation Standards and Review Procedures, legislative requirements and funding expectations
- To work with the Business Manager on the fiscal operations, reports, budget preparations, authorization of payables and remedial action plans
- Works with the Business Manager in preparing Grant and Funding submissions and complete quarterly, bi-annual and annual reports required by the funding bodies
- Oversee the Petty Cash; General Petty Cash is kept supplied
- Prepare Hostel Services forms and monthly billings
- Conduct management team meetings: ensure minutes are recorded and circulated to team members, the Executive Director, Assistant Executive Director and Divisional Social Services Secretary
- Lead the process for Maxwell Meighen Centre to become accredited and maintain accredited status
- Working with the Assistant Executive Director to ensure an ongoing process is in place for Strategic Planning, implementation, and review
- Ensure an Occupational Health and Safety program is documented and implemented as required by legislation
- Be aware of risk management factors and possibilities for minimizing and controlling for risks.
- To work with the Assistant Executive Director to ensure building and property preventative maintenance plans are prepared and implemented
- Negotiate and monitor Maxwell Meighen Centre Shelter's service contracts in conjunction with the Assistant Executive Director
- Respond to information as requested by The Salvation Army and/or funder
- Oversee tours of the building for groups or individuals
- On Call duties as scheduled
- Assists in other duties or responsibilities as required by the Executive Director and/or Assistant Executive Director

Implement The Salvation Army Mission Statement in an effective program for residents.

- Ensure that individualized support plans/service agreements are developed and provided for residents to promote personal development, responsibility, and community relationships
- Ensure program evaluation is in place for all programs and stakeholders with appropriate analysis of results and implementation of program improvements.
- Explore and develop new programs and services
- Provides oversight to the gathering and reporting of statistics
- Assists with monitoring residents regarding penalty assessment and/or disciplinary measures if required
- Ensure spiritual and religious care is available to residents and staff in conjunction with the Chaplain
- Develop community partnerships which will enhance the programs and opportunities available for residents and staff
- Communicate regularly with the Assistant Executive Director regarding the Maxwell Meighen Centre Shelter's challenges and opportunities

Provide leadership and support to Maxwell Meighen Centre's personnel (employees, volunteers, students)

- Provides supervision and support to all staff, volunteers, and student placements in accordance with established policies and procedure
- Hires, orientates, trains, evaluates, recognizes, disciplines, and terminates in concert with Territorial Standards in conjunction with the Director of Human Relations

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.

Employment Opportunity

The Salvation Army Ontario Division

- Supervises and provides direction to the Hostel Managers, Program Service Manager and the Property Manager with regards to schedules, work assignments and Employee Evaluations; provide back-up support to these positions and their functions are required
- Ensure qualified and sufficient personnel are available to carry out the program
- Develop and implement strategies to recognize and motivate personnel
- Plan, co-ordinate and give oversight to all staff meetings
- Upholds the collective agreement and participates in Union matters including negotiations; grievances and Labour Management meetings
- Uphold Salvation Army personnel policies and Employment Standards

Liaise with funders and other community leaders to promote awareness of the program and to share and maximize resources.

- Keep abreast of developments and trends which impact on the shelter
- In conjunction with the Assistant Executive Director liaise with the Divisional Public Relations and Development Department to maximize awareness and promote the ministry of the shelter
- Working with the Assistant Executive Director to develop and maintain an effective Community Council
- Participate in community networks and associations as relevant to the program and position
- Develop positive working relationships with funders and communicate regularly
- Promote the shelter and its programs within The Salvation Army, at community events, business associations, with service clubs
- Oversee the involvement of any specified Agency or group visiting the Centre for the purpose of assisting residents

Work with the Assistant Executive Director and Director of Human Relations to ensure that all Health and Safety requirements specific to the Maxwell Meighen Centre are in compliance with the Occupational Health and Safety Act and that all management comply with their specific requirements within the Health and Safety program.

- To perform workplace inspections as required
- To conduct information sessions (safety talks, staff meetings)
- To conduct incident investigations
- To conduct employee health and safety training
- To correct substandard acts or conditions
- To commend employee health and safety performance
- To perform employee safety observations
- To ensure compliance with specific Hostel requirements within sections 25 & 26 of the OHSA.
- To review the Health and Safety program on an annual basis to ensure that any changes are understood by management and staff

ESSENTIAL SKILLS AND QUALIFICATIONS

- Degree or diploma in Social Services Field
- Five to seven years of prior related experience, including, experience in a wide range of social service programs, managing people/resources
- Minimum of 2 years supervisory experience
- Thorough knowledge of community resources and services.

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.

Employment Opportunity

The Salvation Army Ontario Division

- Knowledge and understanding of Mental Health issues.
- Knowledge, understanding and a commitment to anti-racism and anti-oppression.
- The responsibilities associated with this position demand a high degree of confidentiality
- Competent level of proficiency in Microsoft Office and associated software.
- Excellent oral and written communication skills.
- Certificate in First Aid/CPR
- Certificate in Crisis Intervention.
- Valid Driver's License/Driving Abstract
- Criminal Record Check Clearance for the Vulnerable Sector
- The ability to work within the mandate of The Salvation Army's Mission Statement exemplifying Christian standards of conduct.

HOURS: 40 hours per week: Monday to Friday with on call and occasional evenings and weekends.

The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.