



## **Employment Opportunity: Drop-In Manager**

A connecting point between the compassionate and Winnipeg's less fortunate, Siloam Mission is a Christian humanitarian Organization that alleviates hardships and provides opportunities for change for those affected by homelessness.

Building a community of hope since 1987, we would like to invite you to join our journey. Siloam Mission is currently in need of a Full-time/Permanent **Drop-in Manager**. The successful candidate will be responsible for managing the whole operations of Siloam Mission's Drop-In Division. Leading the Drop-In Team, you will proactively and responsively endeavors to provide culturally centered approaches and activities to support personal wellbeing and recovery. This position will be a key contributor in achieving the immediate and long-term transitional needs of community members.

As part of Siloam Mission's mandate to be a connecting point between the compassionate and less fortunate, the incumbent is expected to facilitate volunteers whenever possible in the performance of his or her duties.

### **Key Duties and Responsibilities:**

- Provide overall leadership and manage daily operations of Drop-In Team;
- Contribute in development and implementation of strength based policy & procedures;
- Oversee the execution of Coordinated Contact and Assessment Plan;
- Perform budget management;
- Assist in recruitment and selection process of team members;
- Accomplish performance reviews, training, and development of team members;
- Create opportunities to promote physical, mental, emotional, and spiritual health;
- Collaborate WCB claims with HR department when needed;
- Represent Drop-In Team in communicating internally and externally;
- Act as an advocate for the needs of Siloam Mission's clients;
- Provide appropriate training, supervision, and support for volunteers;
- Develop process to integrate volunteers into responsible roles in programs and services whenever possible;
- Perform other task that may be assigned by the Director of Services

### **Qualifications & Experience:**

- A post-secondary educational background specializing Social Services or related sector. An equivalent combination of experience and education are encouraged to apply;
- Minimum 5 years experience in non-profit sector with at least 3 years in a managerial role;



- Demonstrated knowledge of NVCI, ASIST, First Aid, Mental Health First Aid;
- Experience working within an Indigenous-based community services organization is an asset;
- Understanding of current issues surrounding poverty, homelessness, and social justice;
- Knowledge of community resources for homelessness, health, mental health, and substance use;
- Proficiency in MS Office and database platform (experience in HIFIS is an asset);
- Exceptional competencies to communicate with professional boundaries;
- Professional designation is an asset

**Additional Information:**

- We provide competitive compensation and benefits in the non-profit sector;
- Siloam Mission is a Christian Humanitarian Organization. Discussion and understanding of our Statement of beliefs is part of the interview process.  
<https://www.siloam.ca/about-us/>
- This position is subject to criminal record check with vulnerable sector and reference check
- Hours of work: Monday – Friday, between 8:00am to 4:30pm, may include occasional evenings, weekends, and on-call duties.
- Work Location: 303 Stanley Street, Winnipeg, Manitoba
- Closing date: August 28, 2019