



CENTRAL URBAN MÉTIS FEDERATION (1993) INC.

Position Description

Position: Director – Women’s Home & Supported Living

Description: The Women’s Home & Supported Living Program are units designed to support women, their children and families, including 2SLGBTQ+ who are experiencing partner violence, other forms of harm and aggression within relationships.

Position Profile: The Director will oversee the Women’s Home & Supported Living Program, staff and clients. The Director will also provide critical assistance, direction, and support to the program. The philosophy of building on strengths and supporting challenges.

The Director must possess excellent communication skills and must be able to work collaboratively with other professionals to provide holistic and cultural care to staff and clients.

Position Reporting: This position reports to the Executive Assistant Director and held accountable to the President and Board of Directors.

Major Duties and Responsibilities:

- Provide emotional support and guidance to staff and clients with care, compassion and with a non-judgement manner.
- Support the development and implementation of strategies rooted in partner violence.
- Stay informed of emerging trends in partner violence and prevention strategies.
- Responsible for the implementation, control, monitoring and evaluation of program and services.
- Responsible for the research, proposal and grant writing related to partner violence.
- Work closely with internal and external stakeholders to align the program with goals and desired outcomes by fostering a team approach.
- Maintain internal and external relationships by representing the program and organization in a professional manner.
- Be aware of, and provide information to clients regarding basic legal rights, mental health, addictions and other various issues.

- Follow-up on treatment plans for clients, including crisis intervention, individual and group counselling, and referral to other resources to ensure service.
- Identify, monitor and respond to behaviours to ensure safety and comfortable environment for all clients.
- Collaborate with other professionals, such as social workers and law enforcement, to ensure clients receive comprehensive support.
- Advocate and support the rights of the clients and liaise with relevant agencies.
- Ensure records of client contact, support and action plans are up to date.
- Support to clients and staff in ensuring healthy goals, boundaries and life skills.
- Assist in decision making that aligns with the client short-long term action plans.
- Establishes liaison and relationships with external organizations for referral purposes.
- Prepare reports and correspondence.
- Travel will be required, as needed.
- Other related duties as assigned.

CORE COMPETENCIES:

- **Program Awareness and Focus:** Must have knowledge and understanding of Metis and First Nation cultures. Works respectfully within a diverse environment and respects confidentiality.
- **Team-Orientation:** Must be committed to being a team player, encouraging the efforts of others and working to meet team goals. Must possess effective conflict resolution skills. Committed to fostering effective teamwork, both within the organization and between the organization and its stakeholders.
- **Communication:** Must be able to convey information and opinions to diverse audiences in both verbal and written contexts with clarity and conciseness. Expresses with honesty, with clarity, and constructively. Maintains open and positive communications with others, exhibiting effective listening skills.
- **Leadership:** Must be willing to share areas of competence with others. Must show personal leadership within the position through setting priorities, meeting timelines, and continuously improving the function.
- **Strategic Thinking/Problem Solving:** Must be a strategic thinker/problem-solver with the ability to anticipate challenges, determine required outcomes and use innovative approaches to develop supportive systems with clients and supports. Must be willing to participate in the ongoing change process required of a member-driven organization that values the community.

QUALIFICATIONS:

- Bachelor's degree in Social Work or related field of study and/or a suitable combination of education and extensive lived experience in working with individuals who have experienced partner violence.
- Valid Trauma Informed Care, Applied Suicide Interventions Skills (ASIST), First Aid and CPR, Mental Health First Aid, Non-Violent Crisis Intervention, Medication Administration, Food Safe, and WHMIS Certificates.
- Ability to speak Metis or First Nations language is an asset.
- Knowledge and understanding of the history of Aboriginal peoples and their socio-economic backgrounds.
- Ability to maintain confidentiality and respect the privacy of clients and their families.
- Emotional resilience to handle the challenging nature of the work and maintain a self-care plan.
- Excellent communication skills, verbal and written to effectively communicate with clients of partner violence and their families.
- Strong understanding of the dynamics of partner violence and its impact on individuals and their families.
- Knowledge of relevant legal and social services available to survivors of partner violence.
- Awareness of the services and resources available within the community of Saskatoon.
- Must be comfortable working with and providing intensive supports to individuals and their families.
- Willing and available to work non-traditional hours such as evenings and weekends.
- Valid Class 5 driver's license with reliable transportation and must be willing to obtain Automobile Insurance and Coverage.
- Must have a working knowledge of windows-based computer software programs such as Microsoft Word and Excel.
- Criminal and Vulnerable Persons Record Check.

Contact/ Application Information:

Please submit your application to hr@cumfi.org.

If you have any questions, please contact Human Resources at (306) 975-9175.

