

Rainy River First Nations – Job Posting

Transitional Home Manager– NOVEMBER 2024

Permanent Full-time



Reporting to the Director of Addictions, the Transitional Home Manager is responsible for overseeing the overall management and daily operations of the transitional home. This includes supervising staff, supporting residents, maintaining compliance with policies and regulations, managing budgets, and fostering a positive environment conducive to resident growth and stability

PRIMARY ACCOUNTABILITIES

- Oversee the intake process for new residents, ensuring eligibility criteria are met.
- Provide individualized case management or coordinate with case managers to support residents in achieving personal goals (e.g., securing housing, employment, education).
- Develop and enforce house rules to maintain safety and order.
- Facilitate or arrange workshops, life skills training, and other supportive services for residents.
- Ensure the transitional home is clean, safe, and functional through regular inspections and coordinating repairs as needed.
- Supervise, hire, train, and evaluate staff and volunteers, ensuring adequate 24/7 coverage.
- Develop and implement policies and procedures in collaboration with the program director.
- Ensure compliance with funding requirements, licensing standards, and applicable laws or regulations.
- Manage program budgets, track expenses, and seek funding opportunities in collaboration with the development team.
- Serve as the primary point of contact for external stakeholders, including social service agencies, landlords, and donors.
- Represent the transitional home at community events, conferences, and meetings.
- Perform other duties as assigned relevant to the position

POSITION REQUIREMENTS

- Bachelor's degree in Social Work, Human Services, Psychology, or a related field (preferred but not mandatory).
- Relevant certifications (e.g., trauma-informed care training) are a plus.
- 3-5 years of experience in human services, social work, or housing management.
- 1-2 years of supervisory or managerial experience.
- Experience working with individuals facing challenges such as homelessness, addiction, domestic violence, or mental health issues.
- Strong leadership and organizational abilities.
- Knowledge of trauma-informed care and client-centered approaches.
- Excellent verbal and written communication skills.
- Proficiency in computer applications, including Microsoft Office and case management software.
- Availability for on-call emergencies.
- Ability to work occasional evenings, weekends, or holidays as required by program needs.
- Compassion and empathy for individuals in vulnerable situations.
- Strong decision-making and problem-solving skills.
- Commitment to maintaining a positive and supportive environment

PERKS & BENEFITS

As a valued team member, you will be eligible for:

- 2 weeks Paid vacation
- 2 weeks paid Christmas vacation
- 100% employer paid health and dental benefits
- Employer pension contribution matching
- Five (5) personal leave days per year

How to apply:

Please submit applications with cover letter and current resume to: hr@manitourapids.ca. Posting open until filled. We thank all candidates who apply in advance, however only those selected for interview will be contacted.

2022-2025

Rainy River First Nations Chief & Council

We extend our warm welcome and encourage all interested individuals to submit their application for employment opportunities in a safe and non-discriminatory environment. Our focus and inspiration originate with the Grandfather Teachings of Love, Respect, Truth, Honesty, Humility, Courage, and Wisdom.

To learn more about Rainy River First Nations and other employment opportunities we have available, scan the QR code or visit www.rainyriverfirstnations.com

