



ann davis transition society

Transitional House Coordinator

Why Work for Ann Davis Transition Society?

People are at the center of everything we do, and we strive to put the needs of those we serve and the employees that work in the organization at the forefront of our day-to-day work. We are an organization that values teamwork, respect, and a commitment to excellent service. We are a CARF Accredited agency and are recognized for our collaboration, partnership, innovation and inclusiveness.

We offer a positive and supportive work environment with an emphasis on collaboration. We believe in lifelong learning and are committed to providing and supporting training and professional development opportunities for our staff.

Location of Work

The beautiful Fraser Valley offers a great place to live, work and play with a mix of rural and urban lifestyles along with an abundance of recreational and cultural opportunities. We have active cities, peaceful rural communities, and everything in between.

Affordability

The Fraser Valley offers affordable housing with many of the amenities of a larger city along with a small-town feel.

Outdoor Recreation

Nature is at your doorstep with an abundance of parks, trails, lakes, and rivers.

Work-life Balance

Enjoy a shorter commute, leaving you with more time to enjoy life outside of work.

About the Organization

We are an anti-violence, feminist organization which provides support, education and prevention services through a trauma informed lens for all ages and genders which includes counselling, legal advocacy, crisis intervention, outreach and women's transitional housing. We also conduct research, educate, and create greater understanding of abuse. We develop, deliver, and facilitate abuse prevention programs and provide refuge for women and their children who are victims of abuse.

Position Details

We are hiring for a Transitional House Coordinator who would be responsible for providing leadership and coordination of support and services for housing staff. The position is primarily responsible for managing the 22 bed, Transitional House and Program by overseeing the house itself, scheduling staff for shifts, producing monthly reports, and managing other programs as assigned. The position must have an adept understanding of domestic violence, mental wellness, homelessness, and exploitation of persons, as well as possess empathy, skillful problem-solving aptitude, strong understanding of boundaries and sensitivity to cultural and racial influences and discriminatory biases. Knowledge of the housing sector, case management, staff management and operational excellence are key. The person should be self-motivated and able to work in a team atmosphere while being able to perform independently



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and make difficult decisions when required. This role monitors and directs all program staff in overseeing performance management in a unionized environment and is accountable for embedding operation excellence practices, and reviewing all policy, procedure, and practices of our housing programs.

Qualifications

- Preferred Master's degree in a relevant sector or undergrad with relevant experience in the sector.
- 4 years' experience in a supervisory role, some in a union environment at a Non-Profit
- Demonstrated experience in Human Resources and Performance management
- Taking an analytical and tactical approach to creating and sustaining operational excellence.
- Demonstrated ability to work under pressure, multi-task conflicting demands, meet deadlines, and work independently.
- Knowledge of local community resources.
- Demonstrated knowledge of the impacts of physical and emotional abuse, mental health, homelessness, and poverty.

Wage and Benefits

Hourly Wage: \$30-\$36

Benefits: Group Benefits (Dental, Eye, Basic Life Insurance, Basic AD&D LTD) and RRSP

Days of Work- Monday to Friday (9 am to 5 pm) with Occasional On call

To Apply: Email cover letter and resume/CV with 2 references to hr@anndavis.org



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