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**P.O. BOX 250  
PARRY SOUND, ONTARIO  
P2A 2X4**

**PHONE:**  
(705) 746-2531  
**FAX:**  
(705) 746-5984

**CHIEF**  
Shane Tabobondung

**CHIEF COUNCILLOR**  
Elizabeth Taylor

**COUNCILLORS**  
Walter Tabobondung  
Neil Swanson  
David Rice  
Pazhe Rice-Menominee

## EMPLOYMENT OPPORTUNITY

**PROGRAM AREA:** Social Services  
**POSITION TITLE:** Shelter Supervisor  
**DURATION:** Full-Time Permanent Position  
**CLOSING:** OPEN UNTIL FILLED

### Position Summary:

Wasauksing First Nation is seeking a dynamic Shelter/ Transitional Housing Supervisor to collaborate closely with the Shelter Manager in providing direction and leadership to the new Shelter and Transitional Housing Facility. This program will offer direct crisis services grounded in cultural practices to women, children, men, and 2SLGBTQQIA+ individuals who are victims of domestic violence and intimate partner violence. The Shelter/Transitional Housing Supervisor will be responsible for assisting in the creation and development of programming and prevention services for clients, utilizing trauma-informed cultural practices.

### Job Duties & Responsibilities:

- Perform general supervisory duties, specific program administration, and case management.
- Maintain shelter & transitional housing staff schedule, relief staff scheduling, and operations.
- Provide formal and informal supervision to staff, coaching, and performance evaluations.
- Aiding in the development and monitoring of training/wellness plans for staff.
- Overseeing client services & ensuring the coordination of all resources to meet clients' needs.
- Maintains quality standards/controls of all Shelter/TH programming services while adhering to and exceeding shelter standards set by Indigenous Services Canada;
- Coach and mentor staff, including team building.
- Conduct regular supervision, training, and support to staff.
- Participates as a member of the Management team to ensure adequate service provision and aid in shelter operations,
- Ensure maintenance of purchasing and inventory control.
- Supervise regular maintenance schedules.
- Ensure appropriate security measures for facilities and checks are conducted.
- Maintain comprehensive inventory and storage of existing, new, and donated items.
- Ensure maintenance of purchasing inventory and control mechanisms.
- Promote a healthy work and living environment for staff and clients.
- Work in compliance with OH&S Act and Regulations and abide by WFN policies.
- Adhere to all policies and procedures of Wasauksing First Nation and any other relevant policies and procedures from external agencies and partners
- Perform other duties within the scope of the position as assigned by the Manager Or Supervisor

- Certified drug & Alcohol clinical supervisor, an asset.
- Prior supervisory experience in a residential crisis program with direct supervision of staff.
- In-depth knowledge of shelter services
- Ability to speak, read and understand Anishnaabemowin (Ojibway Language) is an asset

**Other Requirements:**

- Valid Driver's License and reliable personal vehicle
- Willing to work flexible hours as required, including evenings and weekends, overnight coverage
- This position requires the individual to work with various families, youth and children. To protect children, youth and vulnerable persons, Wasauksing First Nation requires the individual to provide a vulnerable sector. Or criminal record check

**This position will remain OPEN UNTIL FILLED**

Please send your resume with a cover letter, contact information and two recent employment references to:

**Contact collecting resumes**

Email: [hadmin@wasauksing.ca](mailto:hadmin@wasauksing.ca)

**Wasauksing First Nation**

**P.O. Box 250 Parry Sound, ON P2A 2X4**

**We also accept online applications through:**

<https://wasauksing.bamboohr.com/careers>

Or package may be dropped off at the following physical address:

**Administration Office**

**1508 Geewadin Road Lane G**

**Wasauksing First Nation**

*Preference may be given to Indigenous candidates with relevant on reserve employment experience and/or those with knowledge and understanding of the Wasauksing First Nation History and Community.*

*“Only those selected for an interview will be contacted. We wish to thank everyone for their application.”*

**Education & Experience:**

- Post secondary education in related field, an asset.