



Supervisor – NOVA
Full Time Employment Opportunity
Job ID: 19-012EJHS

Edmonton John Howard Society (EJHS) is a CARF accredited community based crime prevention organization that has been operating in Edmonton since 1949. Our mission is “through our programs and services we work to prevent crime and to help people affected by crime”.

The Edmonton John Howard Society provides the following:

- Strong focus on employee wellness and work-life balance
- Service recognition and employee awards
- Professional Development opportunities
- Staff teambuilding and appreciation days
- Competitive health, dental and RRSP benefits

We are a values-driven organization that supports clients from a strength based approach. If your values are aligned with our core values listed at: <https://johnhoward.org/about-us/core-values>, please consider joining our team.

NOVA provides young people between the ages of 16-24, who are homeless or at risk of becoming homeless with a safe, affordable and supportive living environment. Operating primarily from a Harm Reduction philosophy, the program provides 20 beds as a low-barrier housing solution to those who are faced with multiple challenges.

The Supervisor provides support to the part time staff team and, with the Manager and Coordinator, oversees the day to day operations of the program. The Supervisor will work primarily evening shifts, participate in an on-call rotation on weekends, and will fulfill the role of a Case Worker or the Life Skills Coach when directed.

Responsibilities:

- Build collaborative relationships with youth and transparently address current challenges
- Ensure youth are aware of, understand, and are appropriately held accountable to the House rules
- Implement and monitor supervisory standards for up to 15 part time staff members
- Provide input on recruitment and termination of part time staff
- Chair part-time staff meeting and participate in unit and agency staff meetings
- Complete administrative duties such as staff scheduling, time sheets, and review of medication forms
- Complete accurate written daily documentation (log entries, contact notes, incident reports)
- Monitor closed client files to ensure they are complete and up to date
- Monitor the part time staff assigned to complete data entry for the REST program as per unit policy
- Role model and assist clients with self- advocacy
- Deliver services in a client centered, strength based approach that meets the needs of diverse populations
- Ensure maintenance and cleanliness of unit and property
- Liaise with guardians, program partners and other professionals in a manner consistent with agency policies
- Practice agency mission, vision, values, and guiding principles

Qualifications / Skills:

- A minimum of 3 years’ experience working with high risk youth
- Diploma or Degree in related Human Services field
- Experience supervising front line employees
- Knowledge of the Harm Reduction philosophy
- Experience working in residential services

- Understanding of the challenges surrounding homelessness youth
- Skill set to work with clients who have multiple barriers and varying needs
- Criminal Record Check, Enhanced Reliability Screening and Standard First Aid and CPR
- A valid driver's license is an asset

Conditions of Employment:

- The position will be expected to work primarily 3pm - 11pm shifts with some daytime shifts as directed.
- The expected start date of employment is early June of 2019.

Salary:

The starting salary for this position is \$50,000 annually plus benefits.

Closing Date: Until Suitable Candidate is Found

To apply, submit a résumé and cover letter to: hr@careersforcommunity.ca
Please include 19-012EJHS, Supervisor- NOVA in the Subject Line of the email.
Please include how you heard about the position in the cover letter.

Safety and harmony in our community

Edmonton John Howard Society is committed to achieving a diverse workforce and strongly encourages applications from people of Indigenous heritage, and people from culturally diverse backgrounds