



Employment Opportunity - Ontario Division

Job Title:	Assistant Director	Competition #:	
Department:		Status/Position Type:	Full-Time
Compensation:	Min \$49, 177.02 Max \$73, 765.54	Unionized:	No
Ministry Unit:	THHS – Islington Seniors’ Shelter	Date posted:	December 20, 2021
Address:	2671 Islington Seniors’ Shelter	Posting Expires:	January 10, 2022

APPLICATIONS ACCEPTED BY:

Email: natasha.frechette@salvationarmy.ca
Attention: Natasha Frechette - Director
Mailing Address: Islington Seniors’ Shelter
Attention: Natasha Frechette – Director
Fax: 647-417-1451
Please, no phone calls.

MISSION, VISION AND VALUES:

The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.

Mission Statement

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

Vision Statement

We are an innovative partner, mobilized to share hope wherever there is hardship, building communities that are just and know the love of Jesus.

Core Values:

Hope: We give hope through the power of the gospel of Jesus Christ.

Service: We reach out to support others without discrimination.

Dignity: We respect and value each other, recognizing everyone’s worth.

Stewardship: We responsibly manage the resources entrusted to us.

TERMS AND CONDITIONS:

POSITION PURPOSE SUMMARY:

The purpose of the expectation task list is to identify and clarify what management expects from the incumbent. The following expectations and tasks will be part of the annual performance appraisals, your merit increase will be based on the level of performance in each of the following areas.

Expectations may change year to year and both parties should use the annual performance appraisal to determine realistic and equitable goals and outcomes for the upcoming performance year.

ACCOUNTABILITIES:

- Reports to the Director
- Supervises the Residential Supervisor, Counsellor, Housing Worker, Community Follow Up Worker, and Student Placements
- Works with members of the THHS Senior Leadership Team (Director of Support Services, Director of Employee Relations, Director of Program Services Business Manager)
- Member of the Management and Program Management Teams

Assists the Director with the Administration of the Hostel:

- Schedules meetings, prepares agendas, takes and circulates minutes as needed
- Orders and maintains adequate office supplies and other supplies as needed; arranges for maintenance of office equipment
- Opens and distributes incoming mail, processes outgoing mail including materials of a confidential nature
- Regularly updates shelter statistics, SAMIS database, contact lists, and building inventory
- Negotiates contracts for approval by administration (i.e. HVAC, water treatment, electrical, major repairs/renovations, and new construction)
- Attends committee, conferences and agency meetings as requested by the Director
- Participates in the planning, developing and executing the strategic plan
- Assists in the development and implementation of policies and procedures
- Assists with planning and facilitation of staff outings and events





Employment Opportunity - Ontario Division

Oversees All Aspects of the Property, the day-to-day operation and maintenance of the property:

- Ensures residents and community members receive proper customer service while relating to the housekeeping & maintenance staff
- Monitor and implement the Centre Fire, Pandemic and Emergency Disaster Plans
- Develops, monitors and maintains the Preventative Maintenance program
- Oversees the Linens and Catering contracts
- Oversees the services and preventative scheduling for the mechanical equipment, HVAC system, telephone system, IT, video, security and alarm system
- Ensures the facility vans are maintained and repairs are carried out as necessary
- Ensures the facility is stocked with the janitorial supplies and other materials
- Responsible for the security of the facility
- On call duties 24/7 for emergency building issues as scheduled

Supervises and provides day-to-day direction to the Case Manager Supervisor, Residential Supervisor, Housekeepers and Janitors:

- Schedules, conducts and documents supervision using the PEAC format
- Conducts annual performance reviews and evaluations
- Facilitates hiring and orientation for new staff
- Chairs and minutes regular team meetings

Employee Relations:

- Assists with Employee Relations management including completing and submitting Employee Transaction Forms, preparing letters of employment, and personnel filing
- Prepares, updates, and submits job postings
- Assists with the Recruitment, Selection and orientation processes
- Responsible for the security and maintenance of all personnel files ensuring the protection of extremely confidential and sensitive material
- Responsible to maintain employee databases, contact information and seniority lists
- Consults with Director of Employee Relations as needed
- Perform other duties as required.

MANAGERIAL/TECHNICAL RESPONSIBILITY:

- Assists the Director to ensure that all Health and Safety requirements specific to the facility is in compliance with the Occupational Health and Safety Act
- Serves as the Management Chair for the Health & Safety Committee with the responsibility to report any serious problems or infractions to the Director or designate
- Performs workplace inspections
- Conducts information sessions (safety talks, staff meetings)
- Conducts incident investigations
- Conducts / facilitates employee health and safety training as needed
- Makes recommendations and/or corrects substandard acts or conditions
- Performs employee safety observations
- Ensures compliance with the Occupational Health & Safety Act
- Responsible for facility Health & Safety policies

FINANCIAL AND MATERIALS MANAGEMENT:

- Performs various accounting duties such as payroll, accounts payable, accounts receivable, issues official tax receipts, handles and reconciles petty cash and other related accounting duties (e.g. banking deposits and preparing reports)
- Responsible for the security and maintenance of all financial files
- Drafts annual budgets for ministry unit(s) under the supervision of the Director and Business Manager; monitors budget expenditures to ensure compliance





Employment Opportunity - Ontario Division

- Consults with the Business Manager as needed

EDUCATION, QUALIFICATIONS AND CERTIFICATIONS:

- Minimum 2 years at a community college
- Strong interpersonal skills
- Strong computer skills
- Certification in Standard First Aid/CPR and Non-violent Crisis Intervention
- Current holder of Health and Safety certification or ability to obtain would be an asset
- Valid Driver's License with a favorable Driver's Abstract
- Police Check clearance for the Vulnerable Sector

EXPERIENCE AND KNOWLEDGE:

- Minimum 5 years of experience in related environment with strong supervisory skills
- Knowledge of Building codes, Fire & Safety codes and the OHSA
- Custodial, general repairs, building systems, fire safety, and electrical systems experience

SKILLS AND CAPABILITIES:

- Ability to undergo applicable screening and background checks successfully that are satisfactory to The Salvation Army, in its sole discretion (i.e., The Salvation Army Abuse Registry) and provide an original copy of a Background Check with vulnerable sector screening.
- Ability and willingness to develop an understanding and support for the mission and purpose of The Salvation Army in Canada and its implications as related to position responsibilities.

In support of our commitment to a healthy and safe workplace and community, The Salvation Army (TSA) has a vaccination requirement for all employees in Canada. The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and will be required to provide proof of full vaccination, prior to their employment start date. The requirement to be fully vaccinated is subject to provincial/territorial human rights legislation. If the candidate is unable to vaccinate for a reason protected by the Human Rights Code, a request for accommodation can be submitted and written proof satisfactory to TSA will be required.

The Salvation Army offers accommodation for applicants with disabilities in its recruitment process. If you are contacted to participate in an interview or screening process, please advise us if you require accommodation.

We thank all applicants, however, only those candidates to be interviewed will be contacted.
You must advise your managing supervisor of your intentions prior to submitting your application.

