



WOMEN'S  
RESOURCES

Shelter Coordinator  
40 hours per week

Women's Resources of Kawartha Lakes provides emergency shelter services, counselling and support to abused women and their children in the City of Kawartha Lakes. We are currently seeking a Shelter Coordinator for our 18 bed shelter. Our services are provided within a feminist, anti-oppression/anti-racism philosophy.

As Shelter Co-ordinator the successful candidate will be responsible for the day to day operations of the shelter including service delivery, staff supervision, scheduling, facility maintenance, program implementation and evaluation, financial management and public education. This position will involve on call responsibilities as well as working evening and weekend hours.

Skills and Knowledge required:

- BSW or post graduate degree in women's studies/feminist counselling
- A minimum of three years experience in a residential supervisory capacity preferably in a shelter setting
- Mental health/addictions experience an asset
- Thorough understanding of ESA and significant staff supervisory skills including setting employee performance objectives, performance management and evaluation and discipline
- Experience managing a unionized work team
- Strong leadership, coaching, mentoring and conflict negotiation skills
- Experience in administering program budgets and monitoring expenses
- Statistical reporting and analysis
- Demonstrated understanding of the principles of brief solution focused therapy skills
- Strong assessment skills and demonstrated understanding of the principles of solution focused counselling
- Strong organizational and administrative skills including rotational shift scheduling
- Excellent written and verbal communication skills
- Computer proficiency in Word, Excel and database programs

Please submit resume and cover letter no later than 12:00 noon on Thursday February 16<sup>th</sup>, 2012 to:

Lori Watson

Executive Director

Women's Resources of Kawartha Lakes

22 Russell Street East,

Lindsay Ontario

K9V 2A1

Or via email at: [lwatson@womensresources.ca](mailto:lwatson@womensresources.ca)

