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**Position Title: Respite Supervisor (Overnight Shift)– Full time**

**Department:** Shelter Services

**Location:** 705 Progress Avenue Unit 29 Scarborough ON, M1H 2X1

**Warden Woods Community Center**

Warden Woods has been working collaboratively to meet the needs and interests of local community for over 50 years in Southwest Scarborough. For more please visit [wardenwoods.com](http://wardenwoods.com).

**Position Summary**

Reporting to the Manager Shelter Services, the Respite Supervisor is responsible for ensuring the provision of appropriate services to enhance the quality of life and personal wellness for participants of the Warden Woods Respite Drop-in Service who are homeless and/or at risk of homelessness. The Facility located at 705 Progress Avenue will offer a low-barrier service open 24 hours per day, 7 days per week.

**Job Responsibilities**

- Supervise staff, volunteers and daily operations for the Respite Drop-In service
- Maintain the confidentiality of personal information about employees, clients and volunteers
- Ensure provision of client services, including intake and discharge.
- Contribute information necessary for budgets, billing and reporting to funder; enter statistical data as required by the City of Toronto
- Coordinate and execute the purchase of supplies and equipment as necessary
- Ensure that the facility meets regulations covering health, safety and capacity requirements
- Participate in hiring, scheduling and supervising staff and volunteers
- Develop skills-training, vocational and recreational programs for participants
- Identify, report and take steps necessary to mitigate risks; completion of incident reports
- Ensuring smooth transition and transfer of relevant information between shifts
- Intake of participants to the 24-hour Winter Respite Service
- ensure a safe, warm 24-hour space for homeless participants to come in from the cold weather for social interaction, meals and sleeping
- Prepare mats and blankets for daily use - cleaning and storage
- Distribute sleeping mats and blankets to drop-in participants
- Ensure that washrooms, showers, kitchen and lounge-room supplies are replenished and that surplus items are securely stored
- Purchase supplies when needed according to approved budgets
- Support participants in their interaction with other community support agencies

- Assist with serving meals and snacks
- Distribute TTC tokens to program participants
- Assist with supervision of the social activities for the program
- Provide support to volunteers in the program
- Maintain program statistics and enter data as needed to inform reports
- Networking relationships with community partners relevant to homeless populations, nutrition, housing, mental health and other services as required for the program

**Qualifications:**

- At least 3 years related experience: drop-in, homeless support, crisis support, substance abuse counselling, mental health counselling, housing support
- Required training: first-aid, conflict resolution, harm reduction
- Competent communication skills – oral and written English
- Knowledge of Microsoft office applications, comfortable using computer
- Valid driver’s license (where applicable)
- Ability to work in diverse environments within an anti-oppression, client-centered framework
- Availability to work days, evenings, overnight and weekends as required by this service
- Must be legally entitled to work in Canada

**Compensation and Hours of Work:**

- \$61,204 annual salary
- Shift Hours: 40 hours/ week

**How to Apply**

All qualified applicants are encouraged to apply! We particularly encourage applications from Black, Indigenous and racialized people, 2SLGBTQIA+ community members, people with disabilities, and members of other equity-deserving groups.

This is not a bargaining unit position.

Please submit a resume and cover letter by **January 2, 2025** via e-mail to: [careers@wardenwoods.com](mailto:careers@wardenwoods.com) Use the subject heading: **Respite Supervisor**

While we thank all who apply, only those selected for interviews will be contacted.