



JOB DESCRIPTION

Streets Alive Family Support Association

Title: Assistant Director, Genesis Women's Program

Supervisor: Director of Operations & Co-Founder

General Summary:

Under the direction of, and in collaboration with, the Director of Operations and the co-Founder, this position is responsible to oversee the delivery of the broad spectrum of services that are relevant to the mission of the Association.

Qualifications and Skills:

- Must enjoy meeting new people and building relationships; must be willing to share personal stories and history to connect with those we serve.
- Knowledge and understanding of people in addiction/dependency, homelessness, mental health issues and poverty.
- Must be able to analyze the needs of our client base, and develop, institute, and deliver services to meet the needs identified.
- Excellent people manager, open to direction and collaborative work style, with a commitment to get the job done.
- Ability to plan, organize and handle multiple tasks simultaneously and to delegate tasks and accept responsibilities effectively.
- Be detail oriented and able to work with little supervision, and in cooperation with the others for the betterment of the Association and its clients.
- Must be able to communicate clearly and courteously, verbally and in writing with strong organizational, interpersonal and presentation skills.
- Experience and education in the field of Addictions, Counseling, or Ministry a definite asset.

Duties, Responsibilities & Expectations:

- Provide effective and inspiring leadership, as well as stewardship and accountability to Streets Alive Mission staff by being actively involved in all client-related programs and services.
- To continuously analyse and evaluate all client related programs and services, ensuring they meet the physical, emotional and spiritual needs of the clients seeking help from the Streets Alive Mission and introducing activities and programs specific to needs of Streets Alive Mission to fulfill its mandate to its client base.

- To manage the resources of the delivery of client services ensuring that adequate materials and supplies are on hand and that facilities and equipment are maintained and repaired in an appropriate manner.
- To actively participate in devotions, Bible Studies, and weekly Team meetings
- Take women in the Program to court dates, medical appointments and meetings as needed from time to time. Use this time for one-on-one discussions and mentoring.
- To take on any other work or projects as assigned by the Co-Founder and/or Director of Operations.
- To be an example, and provide appropriate leadership, to staff, and clients in the Genesis Program.
- To serve as a mentor to female staff members, as needed.
- To commit to regular church attendance or to make "Freedom Church" your home fellowship, and to participate in the delivery of the programs and services offered by "Freedom Church" as part of your service to God.

Hours and Benefits:

- Hours: Average 40 hours per week, may vary seasonally. Work outside normal business hours is expected occasionally.
- Leave, Holidays, and benefits as described in the Employee Handbook.

To Apply:

Email your cover letter and resume to Pieter van Ewijk, Director of Administration and Finance, at pieter@streetsalive.ca

For more information contact Pieter van Ewijk, Director of Administration and Finance, at 403-942-5645 or email pieter@streetsalive.ca

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