



## Transition Homes Program Manager 40 Hours per week | \$29.87/hour

### **Our Story:**

Quint Development Corporation is a unique community economic development organization, focused on creating economic and social opportunities that help to strengthen communities. The goal is to create opportunities for affordable housing, jobs, and economic development in Saskatoon's west-side core neighbourhoods.

### **The Position:**

We are looking for an individual to oversee all aspects of our two transition homes, Pleasant Hill Place and the Youth Lodge. For details on the programs see our website, [www.quintsaskatoon.ca](http://www.quintsaskatoon.ca). The successful candidate is responsible to ensure the programs are running efficiently, including staffing, admissions, programming, procedures, contract negotiations, budgeting as well as to ensure the provision of safe, quality and supportive housing.

### **Principal Duties & Responsibilities**

- Manage human resources including hiring, supervision, scheduling, coaching and mentoring, and performance reviews for program staff;
- Development and coordination of program activities:
- Ensure that program activities operate within the policies and procedures of Quint and align with the funding agreement;
- Review services and develop new programs as needs emerge;
- Ensure program appropriate procedures and policies are kept up to date and implemented by staff;
- Implement & manage data collection and record keeping systems;
- In consultation with management, develop program funding proposals;
- Develop, implement and monitor program annual budgets;
- Prepare program and funder reports as required
- Ensure housing referrals are screened to assess appropriateness and fit to our services
- Manage upkeep of the homes
- Establish good working relationships with funders and other community stakeholders
- Provide support to program staff with day to day activities when required;

### **Skills**

- Excellent problem solving skills - Ability to think conceptually, analyze, exercise sound judgment and make effective recommendations;
- Strong Leadership skills – excellent communication, conflict mediation and interpersonal skills;
- Strong written and oral communication skills;
- Experience with budget development and administration;
- Excellent computer skills; experience working with spreadsheets;
- Excellent organization and time management
- Must be detail oriented;
- Ability to work flexible hours (may include occasional evenings and weekends);

### **Knowledge, Education and Experience**

- Understanding of issues and impacts related to youth in care;
- Knowledge of reunification of children and parents
- Knowledge of addictions and mental health
- Knowledge of the effects of trauma
- Post-secondary graduate or equivalent combination of education and applicable experience;
- Understanding Community Economic Development principles and practices;
- Proficient with Microsoft Office;

### **CONDITIONS OF EMPLOYMENT:**

Valid driver's license and access to a vehicle

Criminal Record and Vulnerable Peoples Check, and  
Proof of COVID vaccination status.

Quint Development Corporation strives to employ a workforce that is representative of the neighbourhoods in which it operates.

**TO APPLY: Submit your cover letter explaining why you would be a good fit with your resume by 4pm  
Thursday May 19, 2022 to:**

**Attn: Kristen Thoms  
Quint Development Corporation  
101-1120 20<sup>th</sup> Street West  
Saskatoon, SK. S7M 0Y8  
Email: [kristen@quintsaskatoon.ca](mailto:kristen@quintsaskatoon.ca)**