

The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House

JOB OPPORTUNITY

Job#TNG2021-199

POSITION TITLE: Director, Urban Health and Homelessness Services	
DEPARTMENT: Urban Health and Homelessness Services	STATUS: Full-time, non-bargaining unit
# HRS / WEEK: 35	CONTRACT DATE: n/a
REPORT TO: VP, Urban Health and Homelessness Services	SALARY : commensurate with experience
POSTING DATE: October 4, 2021	CLOSING DATE: October 10, 2021

GENERAL DESCRIPTION: Responsible for the effective day-to-day operations of all UHHS programs and services: the Corner Drop-in, Odette Supportive Housing, The Toronto Community Addiction Team, The Voluntary Trustee Program, Supervised Consumption Services, Case Management and Clinical Services, Peer and Employment Services, Housing Help and Eviction Prevention, Art Manuel House, HIV/AIDS Services, Seniors Homelessness Services, PAID, and Special Projects.

The Director is accountable to the Vice President and supports the VP in the overall development, management and evaluation of the Urban Health and Homelessness Services department (UHHS). The Director UHHS will oversee human resource functions for all assigned staff, collaborate with central HR, and ensure clear communication between management and direct service staff. The Director UHHS will ensure adherence to all agency policies and procedures within the defined span of control.

The Director of UHHS will work with the VP, UHHS to seek and develop new strategic partnerships and maintain a variety of key external partnerships with academic, hospital and community partnerships.

MAJOR DUTIES:

- Ensure that community needs are being met through a process of needs assessment, priority-setting and creative program development.
- Supervision of two Senior Managers, two Managers and Administrative staff.
- Initiate the planning and development of new programs in response to identified community needs and opportunities to further the mission of the TNG. Support all external partnerships to enhance and further develop UHHS programs and services.
- Responsible for the preparation and timely submission of all grant and funding applications to government and private funders. Accountable for compliance with further/program contract specifications, including the timely submission of all statistical reports.
- Oversee the ongoing development and automation of all management information systems and the application of technology in direct service delivery.
- Ensure all staff are properly oriented and trained to carry out their core responsibilities effectively, and professional development activities are planned as needed. Ensure that regular staff and team meetings and retreats are held with active staff participation.

REQUIREMENTS & QUALIFICATIONS:

- Minimum five years' progressively responsible experience in the non-profit sector in the areas of program planning and development, staff and program supervision, preparation of funding applications, budgets and reports.
- Recent Professional knowledge of the areas of homelessness, supportive housing, trauma-informed practice, addictions, harm reduction and mental health services.
- Proven ability to assess and respond to community or population specific needs through dynamic program development process
- Extensive experience supporting teams exposed to trauma with advanced knowledge in the prevention and supportive response to secondary/vicarious trauma.
- Proven experience with systems planning initiatives ensuring agency participation in critical planning tables
- Experience overseeing/developing clinical care initiatives such as mental health case management, primary care, supervised injection services and psychiatric services
- Experience in program development, implementation and evaluation including experience developing and implementing quality improvement plans

For a complete job description please contact Human Resources

To apply, submit your resume and cover letter with "TNG2021- 199" in the subject line of your email to:
careers@tngcs.org

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement