

KABAESHIWIM RESPITE



JOB POSTING: Supervisor

POSITION SUMMARY

Under the direct supervision of the Kabaeshiwim Women's Shelter Manager, the Shelter Supervisor provides leadership, operational oversight, and direct client support to ensure the safe and effective daily operation of Kabaeshiwim Women's Shelter. Acting as an extension of the Manager, the Shelter Supervisor provides guidance, mentorship, and support to Shelter Support Staff while maintaining a strong presence in client care. The Shelter Supervisor shares responsibility for the shelter's after-hours on-call through a rotating on-call schedule with the Manager, providing operational guidance, decision-making, and emergency response when required.

KEY DUTIES AND ACCOUNTABILITIES

- Provide day-to-day leadership, guidance, and mentorship to Shelter Support Staff.
 - Act as the operational lead and extension of the Kabaeshiwim Women's Shelter Manager.
 - Ensure the safe, efficient, and trauma-informed daily operation of the shelter.
 - Respond to and support staff with crisis intervention, conflict resolution, and complex client situations.
 - Provide direct support, advocacy, safety planning, and referrals to women and children accessing shelter services.
 - Assist with client intakes, risk assessments, and service planning as required.
 - Share responsibility for the shelter's rotating on-call schedule with the Manager, responding to after-hours emergencies and operational concerns.
 - Assist with staff orientation, training, coaching, and performance support.
 - Ensure accurate documentation, case notes, incident reports, and statistics are completed in accordance with agency standards.
 - Foster a collaborative, respectful, and culturally safe environment for clients, staff, and community partners.
 - Work collaboratively with the Manager, Case Worker, and Shelter Support Staff to ensure continuity of client care and service delivery.
 - Perform other related duties as assigned by the Kabaeshiwim Women's Shelter Manager.
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REQUIREMENTS

Education and Experience

- Post-secondary education in Social Service Worker, Social Work, Child and Youth Care, Psychology, Human Services, Indigenous Studies, or a related field is considered an asset.
 - A combination of relevant education, training, and demonstrated experience will be considered.
 - Minimum of two (2) years' experience working in violence against women services, crisis intervention, homelessness, mental health, addictions, or a related human services field.
 - Previous supervisory, leadership, mentoring, or senior frontline experience is considered a strong asset.
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Knowledge, Skills & Abilities

- Strong knowledge of trauma-informed, client-centered, strengths-based, and culturally safe practice.
 - Excellent leadership, coaching, and conflict resolution skills.
 - Demonstrated ability to support staff while maintaining accountability and professionalism.
 - Knowledge of intimate partner violence, family violence, mental health, addictions, homelessness, and Indigenous approaches to healing.
 - Strong organizational and decision-making skills in high-pressure environments.
 - Excellent communication, documentation, and interpersonal skills.
 - Ability to lead calmly during crisis situations.
 - Ability to work independently while supporting a collaborative team environment.
 - Commitment to ethical practice, confidentiality, and continuous professional development.
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Requirements

- Current Criminal Record Check with Vulnerable Sector Screening.
 - Standard First Aid & CPR Certification.
 - Valid Ontario Class G Driver's Licence.
 - Reliable transportation.
 - Ability to participate in an emergency on-call rotation.
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WORKING CONDITIONS

Physical Demands

- Combination of office work, community outreach, client meetings, driving, and occasional lifting of materials under 20 lbs.

Environment

Fast-paced shelter environment supporting women and children experiencing crisis, trauma, homelessness, and violence.

Mental Effort

- High level of emotional resilience required due to crisis intervention, advocacy, complex case management, and exposure to traumatic situations.

Position Type / Expected Hours of Work

- Full-Time.
 - 35 hours per week.
 - Shift schedule may vary based on operational needs.
 - Participation in an emergency on-call rotation outside of regular working hours.
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Program Information

Program: Kabaeshiwim Respite

Reports To: Kabaeshiwim Women's Shelter Manager

Term of Employment: Full-Time Term Contract (1 Year)

Hours of Work: 35 Hours per Week

Wage: \$38.00