



Housing Supervisor

Next Step Ministries (NSM) is a Christian organization based in Calgary, whose vision is for women to exit sexual exploitation and discover their identity. Partnering with churches, other agencies and the community, NSM is committed to walking alongside these women as they break the cycles of addiction and abuse. NSM provides outreach services, housing, day classes, and follow care support for women exiting sexual exploitation.

POSITION SUMMARY

This is a part-time position at 15 hours/week and reports directly to the Director of Housing. The Housing Supervisor is employed by Next Step Ministries to oversee and support the running of NSM's Sparrow Houses. This is a mobile position that gives oversight to residents in the houses, Live-In Volunteers, landlord relationships, and upkeep of the properties.

MAJOR DUTIES AND RESPONSIBILITIES

- Based on 15 hours per week, responsible for afterhours connecting if needed
- Meet with Live-In Volunteers weekly in person or over the phone; in person at least twice per month;
- Coordinate and oversee move-ins and move-outs, Complete housing orientation on Intakes.
- Find relief for Live-In Volunteers.
- Ensure Live-In Volunteers are trained and writing consistent case notes, Co-ordinate ongoing training.
- Oversee Interviewing of live-in Applicants.
- Ensure houses are secure and safe.
- Coordinate with Volunteer Coordinator and Key Workers to match volunteers with residents as needed.
- Attend and help facilitate house meetings twice/month.
- Picking up and dropping off of food and supplies as available/requested.
- Attend regular staff meetings, complete monthly reports.
- Oversee reporting of the program, checking weekly reports, attending to needs/issues.
- Responsible for making sure house is stocked with supplies, keys, groceries, etc. restocking supplies of items as needed according to list.
- Report serious incidents to Program Director and/or Key Workers.
- Reporting to Program Director any needs/issues/concerns regarding houses or Live Ins

- Receipts/Reimbursement: If asked to purchase items for NSM, please hand in receipts with expense report **within the month** for reimbursement. If there is a list of items needed for houses, please discuss with the Program Director for best way to purchase items needed.
- Update the SUMAC database with any pertinent information involving participants.
- Complete regular room checks and report any drug paraphernalia found in room, report confiscated Items.
- Support / Oversee any housing projects.

QUALIFICATIONS AND SKILLS

- Self-Confident.
- Working knowledge of addiction and sexual exploitation.
- Excellent communication skills.
- Supervisory experience an asset.
- Experience with property management an asset
- Highly relational
- Conflict Resolution Skills.

ADDITIONAL INFORMATION

- The Housing Supervisor must keep all information regarding residents and Live-In Volunteers confidential;
- Must adhere to Next Step Ministries' values, statement of faith, and code of conduct;
- Must be willing to learn;
- Must be able to work both individually and as a team.
- Must complete a Vulnerable sectors police check.