

## **Position Posting**

**Date of Posting    April 24, 2025**

**Date of Closing Open until filled**

**Position: Operations Manager**

### **Position Description:**

Under the direction of the Executive Director and the Indigenous Women's Healing Centre's mission and vision, the incumbent is responsible for the day-to-day management of the Lodge including but not limited to policy and program development, staffing, facility management, resident intake and discharge procedures, compliance with Section 81 terms and objectives and all Correction Services Canada standards and regulations. The operation manager is also responsible for ensuring all statistical data and reports are available as required.

### **Qualification Required:**

- BSW or other related professional degree in a social service/management field with two years' experience preferably in Criminal and/or Alternative Justice. IWHC reserves the right to consider any combination of work and life experience deemed acceptable
- Must have previous management and staff supervision experience.
- Must be able to motivate and support a diverse staff.
- Experience in supervising in a unionized environment would be a definite asset.
- Must have experience in program development.
- Must have experience producing and presenting program reports and statistics.
- Must have excellent verbal and written communication skills.
- Must be able to handle stressful situations in an effective, deescalating manner.
- Knowledge of Indigenous culture and traditions a definite asset.
- Fluency in an Indigenous language or dialect an asset.
- The ability to demonstrate cultural competence and respect for diversity.
- CPR/1st Aid Training Certificate or willing to obtain as required.
- All employees subject to Child Abuse Registry check and must be able to obtain Enhanced Security Clearance.
- A Class 5 Manitoba Driver's license and access to a vehicle for work is required.

**All Indigenous Women's Healing Centre Employees**

- Must maintain professional boundaries with the residents.
- Must refrain from sharing personal life stories/experiences with residents.
- Must keep personal /home scenarios private and separate from work environment.
- Must follow the confidentiality policy.
- Are always expected to build trusting relationships with residents and their children and to model appropriate behaviors.
- Must ensure that child safety is paramount consideration in all services and supports provided.
- Are expected to work with residents in a manner that is non-judgmental, accepting, and respectful of differing values, ideas, and beliefs.
- Have a duty to report immediately to the proper authorities if they believe that a resident or child may be unsafe.
- Have a duty to immediately report suspected child abuse or child protection concerns to the proper authority.
- Have a duty to report to the Winnipeg Police Service/National Monitoring Center any incidence of violence causing injury.

**Shift/shifts Required:** Days (could be occasional evening)

**Wage Range:** Negotiable depending on experience & qualifications

**Start Date:** Negotiable

**Posted By:** Manager of Human Resources

**Send resume/letter of interest to:** [humanresources@iwhc.ca](mailto:humanresources@iwhc.ca)