



**Job Posting (contract):  
House Coordinator, Shelter Programs**

*Sandgate Women's Shelter of York Region Inc. is a feminist organization, dedicated to empowering all persons who identify as women and their children through safe shelter, resources, information and advocacy in order to eliminate violence in their lives. Established in 1992, Sandgate Women's Shelter of York Region strives to meet the needs of all women and their children in an inclusive and respectful manner. Sandgate Women's Shelter works within a harm reduction, feminist and intersectional framework, following the mission, vision and guiding principles of the organization.*

**Job Title: House Coordinator, Shelter Programs**

**Number of positions: 1**

**Terms:** 6 months, fulltime contract position. Bargaining Unit Position. Must be available to work onsite at Sandgate Women's Shelter sites (Jackson's Point shelter, Richmond Hill shelter and transitional housing units). Occasional evening and weekend availability may be required.

**Compensation:** \$25.93 per hour + 7% earned after completion of the first three (3) months.

**Major Responsibilities**

**The House Coordinator performs general maintenance services for Sandgate Women's Shelter sites (Jackson's Point shelter, Richmond Hill shelter and transitional housing units). Maintenance of these properties includes, but is not limited to, general housecleaning, upkeep of indoor and outdoor facilities, maintaining all security and emergency equipment and processes, maintaining a grocery budget, and inventory of supplies. The House Coordinator, in addition, leads and maintains all records of required, scheduled, accomplished, outstanding and emergency house/site tasks, using both digital and paper record-keeping. The House Coordinator is based within the Shelter Programs, but also provides support to Sandgate's transitional housing site. Sandgate Women's Shelter of York Region Inc. works within a harm reduction, feminist, and intersectional framework, following the mission, vision, and guiding principles of the organization.**

**House Coordinator, Roles and Responsibilities**

*House maintenance*

- Assess, coordinate and perform essential daily maintenance including, cleaning, garbage disposal, structural/furniture/appliance repair, minor plumbing and electrical maintenance
- Manage and undertake the weekly garbage and recycling at the property as per York Region schedule
- Coordinate winter shoveling and summer landscaping with contractors ensuring safety for all residents and staff
- Maintain Transitional Housing units, including performing basic maintenance tasks in units, such as unclogging toilets, sinks, and changing light bulbs, as needed
- Lead organization of biannual cleaning of shelter locations and Transitional Housing
- Receive and coordinate items donated to shelter sites (i.e. physical items; not monetary)
- Create and implement a preventative maintenance system for the shelter and transitional housing sites

*Safety and security*

- Ensure smooth operations, ensuring a comfortable working environment for staff and arranging for repairs when needed

- Ensure functionality of all safety, security and emergency equipment
- Report limits and/or malfunctions to shelter supervisors immediately
- Conduct regularly scheduled testing of emergency procedures and equipment (ie. quarterly fire drills) as per Sandgate's Health & Safety policies and procedures
- Ensure all signage and supplies related to emergency procedures and equipment (ie. fire drills, First Aid kits, naloxone kits) are up to date, accessible and align with Sandgate's Health & Safety policies and procedures

#### *Site support for service delivery*

- Work with shelter supervisors to identify physical shelter sites and transitional housing unit needs
- Maintain an ongoing inventory of supplies
- Work with shelter supervisors to identify grocery and other essentials needs
- Work within a grocery budget
- Shop for shelter essentials within a set budget, as required
- Coordinate and facilitate weekly house (shelter sites) meetings addressing safety preparedness, physical site needs, and preventative maintenance; document meeting minutes, including action items and completed work
- Coordinate and facilitate monthly Transitional Housing tenant meetings, addressing safety preparedness, physical site needs, and preventative maintenance; document meeting minutes, including action items and completed work

#### *Administration and documentation*

- Be part of the Joint Health and Safety Committee, meetings and inspections
- Leads and maintains all records of required, scheduled, accomplished, outstanding and emergency house/site tasks, using both digital and paper record-keeping
- Maintain clear tracking of work orders requested, scheduled and work completed
- Negotiate external maintenance contracts, as per managers request
- Lead administrative and financial duties related to physical shelter sites and transitional housing unit needs, including: maintain up to date contact information for contractors and external service-providers; maintain up to date contracts/agreements with contractors and external service-providers and ensure their fulfillment; data input, filing, financial recording and reconciliation
- Create an annual work plan related to physical shelter sites and transitional housing unit needs as well as preventative maintenance
- Provide updates to Sandgate team members and Board, as needed
- Additional duties, as assigned.

### **House Coordinator, Required Qualifications and Skills**

#### *Qualifications*

- Trades skill certification (tradesperson, electrician, plumbing, construction) preferred and a strong asset
- Foundational technology (i.e. computer and internet literacy) skills, and ability to utilize these skills to streamline, make efficient and maintain records for the role
- Clear competencies in implementing and maintaining an effective house/sites record-keeping system, using both digital and paper record-keeping: records will include required, scheduled, accomplished, outstanding and emergency house/site tasks
- Driver's License, reliable vehicle for use while at work, and up to date insurance required
- WHMIS certification
- First Aid/CPR certification is an asset
- Knowledge and understanding of the Occupational Health and Safety Act

#### *Position requirements*

- Flexible schedule: Sandgate is a 24-hour shelter. Scheduled shifts may rotate as per organizational needs. At times, emerging tenant or site needs may require quick response

- Flexibility to work in and travel to all Sandgate Women's Shelter sites (Jackson's Point shelter, Richmond Hill shelter and transitional housing units)
- Attendance at internal and external meetings and events, as relevant
- Understanding of gender-based violence, particularly intimate partner violence
- Understanding of gender-based violence, particularly intimate partner violence, and its impacts on children and youth
- Commitment to providing client-centred services
- Ability to work with and support team members and clients from diverse intersections of identity (e.g., race, faith, sexual orientation, and gender identities)
- A commitment to feminist, anti-colonial, anti-racist, and anti-oppression approaches to service delivery
- Commitment to maintaining confidentiality at all times within organizational policies and procedures
- A commitment to positively represents the organization at all times

#### *Physical and mental requirements*

- Work independently and with frequent interruptions
- Changing priorities and workflow to accommodate needs of others and scheduled/imposed timelines
- Using a computer, monitor and other office equipment
- Carrying / lifting materials, donations etc. using stairs or elevator
- Ability to lift unsupported up to 40lbs
- Work effectively with people of varied background including from corporations to contractors

#### *Skills*

- Proven tradesperson skills, including ability to assess, plan, lead and complete repairs and maintenance of large properties
- Experience in facilities management or relevant experience in a related field
- Foundational technology (i.e. computer and internet literacy) skills, and ability to utilize these skills to streamline, make efficient and maintain records for the role
- Clear competencies in implementing and maintaining an effective house/sites record-keeping system, using both digital and paper record-keeping: records will include required, scheduled, accomplished, outstanding and emergency house/site tasks
- Demonstrated organizational and time management skills, including the ability to prioritize and multi-task in order to achieve identified goals
- Demonstrated ability to work independently and as a part of a team
- Excellent verbal and written communication skills to communicate effectively with all service users and coworkers through various tools and techniques
- Demonstrate active listening skills and ability to respond appropriately when interacting with individuals or in groups
- Superior problem-solving skills
- Well-developed conflict resolution and communication skills
- Ability to liaise effectively with contractors, community members and the general public
- Takes initiative to respond effectively to changes in direction and priorities
- Fluency in a second language an asset
- Ability to work independently and with minimal supervision

#### **Application deadline: Friday, July 17 at 5pm**

Please submit a cover letter and resume to:  
 Lisa Peters, Administrative Assistant  
 Sandgate Women's Shelter of York Region Inc.  
 Email: LisaP@sandgate.ca

Accommodation is available on request for candidates taking part in the selection process.  
 Only applicants selected for an interview will be contacted.