



SHELTER SUPERVISOR **35 hours per week** **18 MONTH CONTRACT – Starting September 2026**

Family Transition Place is seeking an experienced and dynamic individual to join our team as Shelter Supervisor - this is a contract position for 18 months. Reporting to the Director of Client Services, this position will provide supervisory oversight for the Shelter team.

Responsibilities will include:

- 1. Support the Shelter Program**
 - Available to consult and provide support and debrief in relation to client situations
 - Participates in case management, through regular consultations with staff and attendance at appropriate meetings
 - Ensures the training, supervision and assessment of Counsellors, volunteers and students
 - Ensures staff are submitting timely, appropriate and accurate information to inform statistical reporting of service delivery in compliance with funder and agency requirements
 - Supports acts of individual advocacy on behalf of clients
 - Addresses client complaints and issues as needed
 - Provides on-call coverage and emergency back-up support
- 2. Administrative Duties**
 - Develops, maintains and oversees the Shelter staffing schedule and ensures shifts are covered
 - Conducts Caseworks audits as deemed necessary by the Director through regular consultation with staff
 - Assists with research and preparation of documents as needed for Ministry directives
 - Ensures completion and accuracy of time sheets for payroll
 - Available to back fill as necessary
- 3. Committing to the agency's core values of: Compassion, Integrity, Equity and Social Responsibility**
- 4. Adhere to FTP policies and procedures and compliance with required legislation and regulatory requirements such as OHSA, AODA, etc.**
- 5. Demonstrating initiative and a dedicated commitment to Diversity, Equity, Inclusion, and Belonging, showcasing a proactive approach to continuous learning and active participation in fostering an inclusive work environment**
- 6. Performing other duties or responsibilities as negotiated or assigned**

Qualifications

- Post Secondary education in the Social Service field or a related field with some experience in the same or similar setting
- Minimum of 3 years of supervisory or coordination experience
- Eligible for registration with a Counselling/Social Work focused College or Regulatory body
- Administrative, supervisory and leadership experience

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20 Bredin Parkway, Orangeville, Ontario L9W 4Z9 tel 519-942-4122 fax 519-942-8243
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- Feminist leadership skills
- Knowledge of issues of violence against women and children
- Understanding the links between violence, trauma, addictions and mental health issues
- Sound decision making skills to help assess risk and implement best practice
- Ability to identify risk related to client services and taking appropriate action in consultation with Director
- Proven ability to research and seek out best practices for service delivery, funding and innovative models
- Ability to work well under pressure and within the context of a team structure and atmosphere
- Ability to maintain appropriate professional boundaries
- Strong written and oral communication, case management and report writing skills
- Works from an ARAO/Intersectionality lens

Working Conditions:

- Private Office
- On call after hours as scheduled
- Attend evening meetings and weekend events as necessary.

Compensation:

- \$34.91 – \$40.95 per hour
- Wellness Spending Fund available

The successful candidate will join a compassionate, caring and forward-thinking family of professionals.

Our steadfast feminist and family-first approach guide the work we do. We are committed to ensuring that FTP continues to boast strong staff retention and satisfaction through consistent collaboration, communication, skills and culture development opportunities throughout our organization.

Our commitment to our internal agency values of compassion, respect, inclusion, continuous learning and integrity is unwavering, and we are striving to create a culture rooted in inclusiveness. We are committed to unlearning biases and working towards undoing systemic racism and oppression towards, Black, Indigenous, People of Color, 2SLGBTQ+ and all marginalized identities.

We are focused on innovation and enhancement of our services for our clients; we are equally focused on creating a workplace that works with our staff. We are deeply proud of the culture we have developed, and the staff who continue to help us shape it. We'd love to have you join us!

Family Transition Place is committed to equity, diversity, and inclusion in all aspects of employment. We encourage applications from all qualified individuals, including those with diverse backgrounds and those with disabilities. Accommodation is available on request for candidates taking part in all aspects of the selection process.

Family Transition Place is dedicated to achieving a workplace that reflects the diversity of the community it serves and welcomes applications from all qualified candidates. We thank all applicants, however, only candidates selected for an interview will be contacted.

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This position is a temporary replacement for the current position.

AI is not used to filter applications.

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