



Job Posting

Position title	Director, Transitional Housing
Organization	Egale Canada Human Rights Trust
Department	Housing
Reports to	Executive Director
Compensation	Competitive Salary with comprehensive benefits
Posting type	External
Term	Full time, Permanent
Location	Toronto
Application Process	Resume and Cover letter to sclark@fourcornersgroup.com

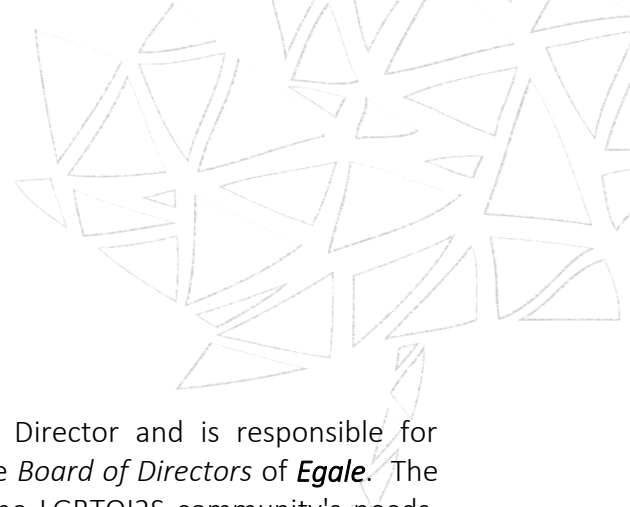
Egale Canada Human Rights Trust Creating Meaningful, Positive Change in Our Community

Egale is Canada's only national charity for lesbian, gay, bisexual, transgender, queer, questioning, intersex, and 2-spirited (LGBTQI2S) human rights through research, education and community engagement.

Egale brings broad awareness to the challenges affecting the LGBTQI2S community and, through its services, resources, efforts and advocacy, aims to combat discrimination and protect LGBTQI2S youth and adults.

Services provided by the Egale charity include:

- Crisis intervention;
- Mental and primary health and addiction and harm reduction supports;
- Referrals to housing and transitional housing; and
- Other community supports and culturally sensitive services for LGBTQI2S youth.



Job Description Summary

The **Director, Transitional Housing** reports to the Executive Director and is responsible for contributing to and executing the strategic direction set by the *Board of Directors* of **Egale**. The Director will be responsible for ensuring responsiveness to the LGBTQI2S community's needs, environmental trends, and government / societal priorities.

In this position, the **Director, Transitional Housing** will play an integral role in putting forward proposals for new services and programs, overseeing (housing and crisis counselling) operations, identifying and responding to policy issues that impact homelessness and poverty in the LGBTQI2S community, establishing key strategic partnerships to further Egale's cause, and is a key liaison for government-related affairs.

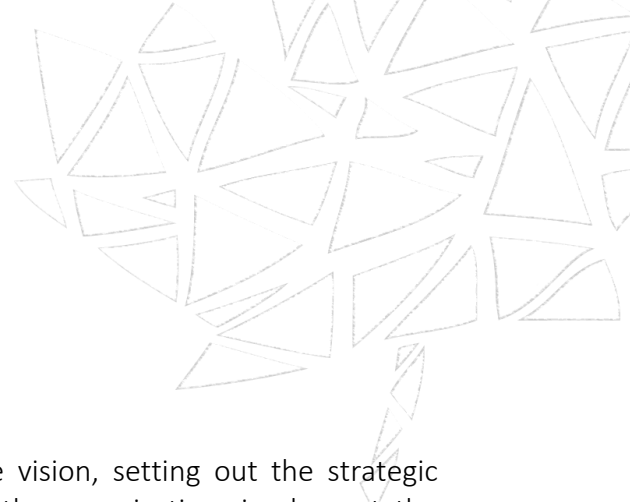
As a member of the senior management team, the **Director, Transitional Housing** will have the following key responsibilities:

1. *Leadership & Advocacy*
2. *Operational Planning, Management, Sustainment and Funder Accountabilities*
3. *Human Resources Planning, Management & Development*
4. *Financial Planning & Risk Management*
5. *Incident Crisis Management Centre*
6. *Development and maintenance of key partnerships*

Executive Profile

An accomplished, principled and empathetic leader, who embodies the values of inclusion through an intersectional lens, will foster and cultivate a culture and environment of respect and kindness.

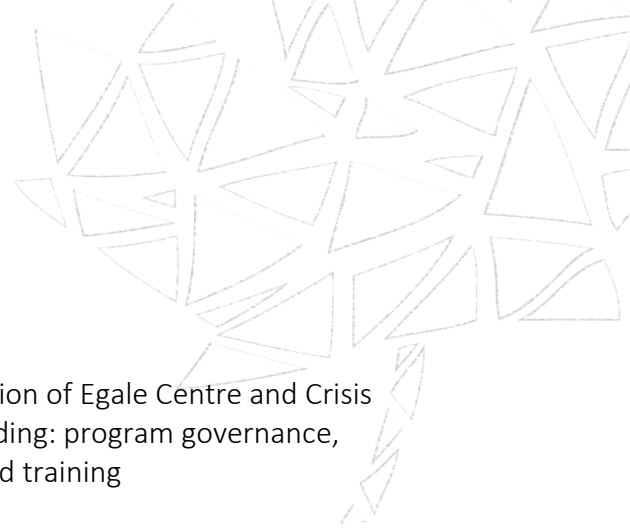
They are impassioned by the cause of advancing LGBTQI2S human rights, combating discrimination. The successful candidate will look for opportunities, programs and policies to promote inclusion, and in turn inspires others to do the same. They will be committed and adhere to the values and goals of Egale, as expressed in the mission, mandate and equity policies of the organization.



Key Roles, Responsibilities & Accountabilities

1. Leadership & Advocacy

- Support the Executive Director in formulating the vision, setting out the strategic priorities, and developing the strategic plans for the organization; implement the strategic directions developed in collaboration with by the Board of Directors.
- Identify, assess, inform and advise the Executive Director on internal and external issues that affect the Egale Centre
- Develop official correspondence on behalf of and/or jointly with the Executive Director
- Represent the Charity at provincial and national events to enhance the Egale's profile
- Communicate with stakeholders to keep them informed of the work of the Charity and to identify changes in the community as a result of Egale
- Establish good working relationships and collaborative arrangements across sectors, community groups, agencies, research institutions, funders, politicians and government, and other non-profit organizations to help achieve the goals of Egale
- Develop targeted solutions in response to circumstances, that produce and sustain inequality and exclusion
- Provide leadership for policy issues that affect the LGBTQI2S community and develop internal Policies and Procedures that reflect community need
- Working with Egale's Development team to ensure that effective fundraising strategies are sustained and advanced
- Support the effective implementation of Sectoral Guidelines such as Toronto Shelter Standards and provincial transitional housing guidelines
- Reflect the Charity's issues in policy discussions with various levels of government



2. Operational Planning, Management & Sustainment

- Ensure the efficient and effective day-to-day operation of Egale Centre and Crisis Counselling Centre, its programs and services, including: program governance, design, planning, policy and procedures, delivery and training
- Identify opportunities to expand programs / services designed to meet the needs of LGBTQI2S youth and address gaps in services or in service issues
- Ensure new initiatives and programs are designed in partnership with other organizations, building upon the intersectionality of Egale's work supporting the needs of the LGBTQI2S community
- Review policies regularly and make recommendations on policy revisions / new policies for the approval of the Executive Director
- Ensure all Funder reports are submitted on time and ensure compliance of all applicable Acts and regulations
 - Oversees interaction with residents regarding complaints, violations, applications for housing, transfer requests, etc.
 - Ensures the appropriate handling of tenant files and protection of personal information

3. Human Resources, Planning and Management

- Provide direct and indirect supervision to a Transitional Housing team, a Maintenance and Property Services team and a Counselling Team
- Determine appropriate staffing requirements for programs and services
- Foster a positive, healthy and safe work environment
- Observe organizational policy and all current legislation and regulations
- Institute best practices in staff management
- Manage and support staff through regular performance reviews, coaching and mentoring
- Guides staff in effectively resolving difficult occupancy issues and disputes including preparation for and involvement in RTB hearings



4. Financial Planning and Risk Management

- Consultation with the Finance team to prepare annual operating budgets
- Manage the approved annual budget and ensures adequate funding is available for new and existing programs, services and operations; identify new funding opportunities
- Adhere to the approved annual budget and communicate in an efficient and timely manner to the Executive Director of emerging financial issues that could impact the fiscal health of Egale
- Follow all and contribute to existing bookkeeping, accounting and expenditure procedures, and sound internal controls and practices
- Provide comprehensive reports and summary financial reports to the Executive Director and funders in a timely manner
- Identify, evaluate and minimize risk to the organization
- Ensures the building is well maintained and building/program, develops and implements a preventative maintenance plan and building condition audit

Abilities, Knowledge & Skills Required

- Over 10 years of progressive experience and knowledge within the housing, social / health service or government sectors
- Knowledgeable in effective leadership, human resource management, change management, incident and crisis response, and business administration practices
- Extensive knowledge and compliance with applicable Federal and Provincial legislation and strong knowledge of government policies, programs and processes
- Excellent communication, negotiation and executive presentation skills; ability to adapt communications to a diverse range of audiences, and to many written forms such as proposal writing



- Expert knowledge in several of the following areas: affordable and supportive housing management and development, shelter services, employment and training services, mental health and addiction services, and community-based social services
- In-depth understanding of issues of homelessness and poverty
- Demonstrated integrity and an ethical approach to the leadership role, with internal stakeholders and external stakeholders
- An in-depth understanding of the non-profit sector and LGBTQI2S issues and programs in support of overall anti-discrimination agendas
- Takes an analytical and tactical approach to creating and sustaining critical change
- Ability to forge strong, key strategic relationships and partnerships and influence at all levels
- Experience working directly with LGBTQI2S marginalized populations and with employing community development, harm reduction or recovery approaches to service development and delivery
- Excellent conflict resolution skills
- Demonstrated ability to work under pressure, multi-task conflicting demands, meet deadlines and work independently
- Demonstrated ability to deal with sensitive situations with tact and diplomacy
- Demonstrated ability to prepare complex budget and statistical reports

Employment Equity and Diversity

Egale Canada Human Rights Trust is committed to ensuring that members of traditionally marginalized groups, from a broad range of communities, feel empowered to apply for positions within the organization. We encourage qualified applicants to consider work and volunteer opportunities with Egale as we recognize that a diverse work force and volunteer base are critical to accomplishing our mission. The organization is dedicated to taking proactive steps to overcome historical patterns of discrimination in our society which have created barriers of race, colour, religion, sex, national origin, age, disability, language, class, sexual orientation, and gender identity or expression for some individuals and have resulted in the denial of their full participation in society.