



**Guelph-Wellington Women in Crisis**  
PO Box 1451, Guelph, ON N1H 6N9  
T: 519-836-1110 F: 519-836-1979  
Crisis Line: 519-836-5710/1-800-265-7233  
[www.gwwomeninincrisis.org](http://www.gwwomeninincrisis.org)

Marianne's Place  
24-hour Crisis Line  
Sexual Assault Centre  
Volunteer Program  
Anti-Human Trafficking  
Support Program

Rural Women's  
Support Program  
Transitional & Housing  
Support Program  
Public Education  
Family Court  
Support Program

## JOB POSTING

Guelph-Wellington Women in Crisis (G-W WIC) is a dynamic, community-based, not for profit, feminist organization providing services to women and their children who are or have experienced domestic violence, sexual violence and/or human trafficking in Guelph and Wellington County.

We are seeking a **Shelter Supervisor for Marianne's Place**

This **full-time contract position** starts immediately and runs until September 30, 2023, with possible extension. The hours of work will be 5 days, a combination of **evenings (2-10p) and weekends**

**Primary Purpose:** To provide support to the Shelter Program Manager, the Shelter and oversee the Crisis Line program.

### Responsibilities include:

- Support the overall Shelter operations
- Oversee the crisis lines operation.
- Assist with recruitment, hiring, training, orientation and supervision of Marianne's Place staff, students and volunteers.
- Provide leadership and supervision to shelter staff, students and volunteers.
- Support Staff in problem solving, conflict management and resolution.
- Act as an advocate and resource person on behalf of the shelter and G-W WIC
- Address and resolve client complaints.
- Complete and submit reports, maintain records and confidentiality
- Provide on-call support
- Ensure compliance with Occupational Health and Safety Act, policies and procedures, and G-W WIC Collective Agreement

### Requisite skills, abilities and qualifications:

- Minimum Bachelors of Social Work, Human Services Management or equivalent.
- Minimum of 3 years of supervisory and leadership experience
- 3 years previous experience in the Violence Against Women field - Shelter experience preferred
- Excellent interpersonal, communication, crisis management and conflict resolution skills
- Strong administration, computer, organizational and time management skills.
- Knowledge of rural culture and community resources.
- Demonstrated experience and commitment to Feminist intersectional leadership.
- Ability to effectively take direction and work independently
- Previous experience working in a management/supervisory role in a unionized environment
- Previous experience responding in a confidential and sensitive manner.
- Driver's license and access to a reliable vehicle is an asset.
- Be familiar with OHSA and Employment Standards legislation.
- Current Standard First Aid, CPR and CPIC.
- Fully Vaccinated for Covid-19

Closing Date: **Friday September 30, 2022 at 9am** send your application to [christine@gwwomeninincrisis.org](mailto:christine@gwwomeninincrisis.org)

If you require an accommodation under the Ontario Human Rights Code in order to participate in the recruitment process, please contact Christine Wilson.

Guelph-Wellington Women in Crisis is committed to diversity and inclusion and in keeping with this principle we encourage Indigenous women, immigrant women, women of colour, women with disabilities, lesbians and trans\* people to apply. \*Trans people are all people who identify as Trans, non-binary, gender fluid and gender non-conforming.

*We thank all applicants for their interest; however, only applicants selected for an interview will be contacted. No telephone calls or other enquiries please.*

**You don't have to be hit to be hurt. • You don't have to leave to get help. • You don't have to be in crisis to call.**