



## Assistant Manager, Brunswick Street – Designated\*\* Internal and External Opportunity

<b>Position:</b>	<b>Assistant Manager, Brunswick Street;</b> <i>(non-unionized)</i>
<b>Reports to:</b>	Manager of the Supported Housing
<b>Location:</b>	2445 Brunswick Street
<b>Annual Pay Scale:</b>	\$71,280 - \$80,180
<b>Work term:</b>	1.0 FTE, permanent position
<b>Hours:</b>	37.5 hrs./week, schedule to be determined by the Manager
<b>Deadline:</b>	June 17, 2025

\*\*The North End Community Health Centre is committed to being an inclusive organization. To ensure our organization represents the diverse people and communities we serve, this position is designated for individuals who identify as **African Nova Scotians, people of African Descent and/or for individuals that identify as Indigenous**

### About NECHC

The North End Community Health Centre (NECHC) was established in 1971 in response to an absence of primary health care and other health services in Halifax's North End. Located on Gottingen Street, we are in the heart of a unique and culturally diverse community. Today, governed by the North End Community Health Association, the NECHC is viewed by area residents as a "beacon of hope" in the community. Much more than a Primary Care Clinic, the NECHC has expanded in response to unmet needs of community members and is highly valued by its patients and clients and their families. NECHC provides services to those living on the margins of society, through MOSH, Housing First and a wide range of community outreach initiatives.

### Vision

Strong community - healthy people.

### Mission

We support health and well-being in our community through quality primary health care, education and advocacy in an environment in which people are treated with respect and dignity and there is equitable access to services and programs.

### Values

Respect. Community. Compassion. Excellence. Innovation



## Diversity, Equity and Inclusion Commitment

The North End Community Health Centre is committed to being an inclusive organization. We are working to ensure our organization represents the diverse people and communities we serve. Our position postings encourage members from the following communities to apply:

- 2SLGBTQIA++
- African Nova Scotian and/or people of African Descent
- Indigenous
- People with disabilities
- Language minorities
- People of Color and/or racially visible minorities
- Immigrant and refugee
- Connected to the North End of Halifax

In order to self-declare inclusion in equity groups please complete the self-declaration form available on our website at [nechc.com/jobs](http://nechc.com/jobs) and submit it with your resume and cover letter. Your declaration of membership in any of these equity groups will remain confidential.

## Job Purpose:

The Assistant Manager at Brunswick Street will provide strategic leadership and operational oversight to the housing team at this supported housing initiative, which is operated by the North End Community Health Centre and owned by the (SVDP). The multidisciplinary team provides wrap-around services to seniors who have experienced homelessness with health concerns to age in place.

Reporting directly to the Manager of Brunswick Street, the Assistant Manager will be responsible for supervising, mentoring, and supporting supported housing staff and peer support workers in the delivery of housing support to the 38 tenants within a multi-disciplinary, collaborative team. The Brunswick Street team is committed to fostering a diverse, inclusive environment and actively promotes a collaborative, community-centered approach to care.

## Education and Experience:

- 5 years of community-based health experience, or equivalent setting
- 2+ years of experience leading and supervising staff, including mentoring, orientation and training, job performance feedback and motivational job performance planning
- Strong experience in de-escalation and conflict resolution skills
- Experience in developing and coordinating client programs and program materials



- Experience with project/program budget and/or funding opportunities and grant oversight
- Community and street-based outreach experience
- Strong computer literacy, including familiarity with common software programs.

### **Position Responsibilities:**

- Hire, support and manage the supported housing and peer support team, including full-time, part-time, and casual program staff and volunteers, with the day-to-day operation of Brunswick Street.
- Fulfills the roles and responsibilities of a supported housing worker when required and is regularly present on the floor during shifts.
- Support Manager of Brunswick Street with training and orientation for all new staff, as well as ongoing professional development for the team and individual staff members.
- Support timely and consistent performance management activities, including regular staff supervision, evaluation and feedback, and performance reviews.
- Ensure the supported housing and peer support team is facilitating access to appropriate resources for clients, including both internal and external services related to their health and well-being, and community engagement.
- Develop and coordinate programs to be offered to residents in collaboration with the staff team and tenants, ensuring the programs and services contribute to the overall well-being of tenants and the program.
- Support the Manager of Brunswick Street with scheduling and payroll.
- Support the development and distribution of program materials and presentations to stakeholders.
- Support the co-creation and day-to-day management of program/project budgets, providing quarterly performance reports on program KPI's.
- Collaborate with community groups and represent NECHC in a way that supports the organization's mission, vision and values.
- Be on-call in rotation as required for 24/7 housing staffing.
- Other duties as assigned.

### **Professional Knowledge, Skills and Abilities**

- Knowledge and experience working with historically marginalized populations, including African Nova Scotian, Indigenous, and 2SLGBTQIA+ communities, and providing culturally appropriate care and referrals, preferred.
- Knowledge and experience with local HRM agencies, groups and resources for people who are homeless, underhoused, using substances, marginalized
- Excellent understanding of harm reduction principles, social justice, trauma-informed approach to care, and the social determinants of health
- Strong skills related to: interpersonal relations, team collaboration, adaptability, time management, problem solving, planning and execution, judgement, communication, and boundary management
- Experience with program/project budgets and utilizing program KPI's is an asset
- Solid organizational abilities, including planning, delegating, program development and task facilitation
- Highly motivated, proactive and creative with the ability to be adaptive and resilient



- Values diversity with a commitment to equity, diversity and inclusion
- Leadership style is inclusive, equitable, strategic, innovative and influencing
- Must be able to work with a degree of autonomy and demonstrate critical thinking and sound judgement
- A commitment to ongoing learning and development

## **Physical Requirements and Work Environment**

- Supportive, exciting and challenging environment
- Constant interaction with marginalized and vulnerable people, some reactive, aggressive or verbally abusive
- Moderate effort is required to perform this role including lifting, repetitive motion, standing, reaching, sitting, pushing/pulling