



Community Connections
Community Connections Society of Southeast BC

Job Posting for Shelter-Supported housing Assistant Manager

Internal/External Posting

"Linking People, Communities and Services"

July 16, 2025

Position Title: Shelter/Supported Housing Assistant Manager

Hours: Temporary Full Time 70 hours bi-weekly

10-hour shifts: Every other Wednesday, Thursday, Friday and Saturday

Starting Date: ASAP

Rate of Pay: \$33.00 per hour

After successful completion of 3-month probation period, applicants eligible for extended health benefits & MPP

Community Connections Society of Southeast BC is expanding our housing programs and are now seeking one new team member who will provide a vital leadership role in overseeing the daily operations of the shelter and supported housing programs. This role will support the Manager in ensuring high-quality service delivery, compliance with policies and funding requirements, supervision of our incredible staff team, and the coordination of client services aimed at promoting housing stability and the overall well-being of our residents.

If you are energetic and enjoy not only a fast pace but excel at being able to think quick on your feet, you may find this opportunity interesting! If you thrive in an environment that provides new challenges, ready and able to think outside the box for the most successful outcome, you may be intrigued! If you believe in teamwork and leading by example, prepared to get your hands a little dirty with motivation and humor, then you may be the team member we are seeking!

The successful candidate will:

- Assist in the day-to-day management of shelter and supported housing facilities.
- Monitor occupancy levels, ensure proper documentation, and oversee intake/discharge processes.
- Ensure facility safety, cleanliness, and compliance with health regulations and organizational policies.
- Supervise and provide guidance to support staff and team leads.
- Facilitate regular staff meetings and provide training or coaching as needed.
- Support the implementation of individualized case plans and promote housing stability and self sufficiency
- Collaborate with external agencies to connect clients to wraparound services (mental health, addiction, employment etc.)
- Manage escalated client issues or crisis and provide backup support to frontline staff.



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- Assist with data collection and reporting requirements for funders and internal evaluation
- Maintain accurate records
- Support Manager in preparing reports, grants and funding applications
- Contribute to the development and improvement of policies, procedures and program strategies.
- Participating in client feedback processes

Qualifications:

- Post secondary education in Social Work, Community Services or related field
- Minimum 3 years of experience in shelter, housing support, or related social services, including 1 year in a supervisory or leadership role
- Strong understanding of housing first principles, trauma informed care, and harm reduction approaches.
- Experience working with vulnerable populations, including individuals experiencing homelessness, mental health issues, or substance use.
- Excellent interpersonal, crisis intervention, and conflict resolution.
- Proficiency in using Microsoft Office Suite
- Cleared Criminal record check
- Valid Driver's license.
- Ability to work some evening, weekend or on call shifts.

Community Connections Society is an equal opportunity employer. Only applicants that are shortlisted will be contacted.

Deadline for Applications: July 25, 2025

Submit to: Community Connections Society

Attention: Tesha Nee, Operations Manager

Email: officemanager@ccssebcb.com