



Community Connections
Community Connections Society of Southeast BC

"Linking People, Communities and Services"

Job Posting for Supportive Housing Manager Internal/External Posting

March 3, 2026

Position Title: Supportive Housing Manager

Hours: Full Time 35 hours per week (this is an Excluded position)

Starting Date: April 15th, 2026

Rate of Pay: \$35.00 Per Hour

The Supportive Housing Manager reports directly to the Executive Director. Provides operational, administrative, financial and general management of Cozy Bear. Operates as part of the management team and may cover other management team members as required. Responsible for supervising staff for a 24/7 operation (including scheduling, timesheets, and casual call outs).

The successful candidate:

- Hiring and orienting staff with support of other management team members,
- Development, and maintenance of training programs and timesheets.
- Team Lead and Case Management oversight (two leads).
- Scheduling and program development.
- Food Purchasing and planning (as delegated but meals prepared off site for the most part)
- Staff management and oversight.
- Cleaning/Maintenance Oversight (as delegated)
- Tracks and organizes Keys given out to staff.
- Oversees office supply orders and research options for more cost-efficient purchasing.
- Establishes Admission & Exit protocols and decision making.
- Statistical reporting for BC Housing.
- Participates in JOHS committee and oversees compliance with support of ED.
- Oversees or assists with projects and other duties as required.
- Maintains strong community knowledge for general inquires.
- Participates as a member of management team.
- CARF accreditation participation and outcomes reporting as required
- May oversee unionized staff according to collective agreement.
- Manages budget for all aspects of Cozy Bear operations.
- Understands the Residential Tenancy Act, Vulnerable Assessment Tool and Tenancy agreements
- May apply for small grants for improvements or projects.

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We would like to acknowledge that we are on Ktunaxa ʔamakʔis, the territory of the Ktunaxa people



- Understanding of aging in place, systems navigation, and scope of practice.

Qualifications:

- Human Service Worker Diploma plus 5 Years managerial experience or BSW plus 2 years management experience.
- Experience working with Vulnerable Population/Shelters.
- Proven interpersonal and problem-solving skills.
- Able to demonstrate an understanding of mental health, addictions, and intersecting oppressions.

Other Requirements

- Food Safe
- First Aid

Additional Requirements:

The ability to function independently while managing concurrent tasks and deadlines is an ongoing expectation of this position. A demonstrated ability to interact with team members and the general public in a low barrier environment with compassion and limits is an ongoing expectation.

Deadline for Applications: March 16, 4:00 pm

Submit to: Community Connections Society

Attention: Tesha Nee, Operations Manager