



Career Opportunity

Job Title: Program Manager
Organization: Society for the Involvement of Good Neighbours (SIGN) See www.signyorkton.ca
Yorkton SK Canada
Program: Housing Support Program
Hours: 35 Hours per week
Location: Yorkton, SK
Start Date: As Soon As Possible

SIGN Housing Support Program seeks an independent, energetic, organized, adaptable and resourceful person to Manager the operations of the Housing Support Program and Staff; network with community stakeholders; provide reports and statistics to the SIGN Board and Funders and support individuals within Yorkton. The successful individual will collaborate with members of an interdisciplinary team to engage and support individuals in need of housing and landlords, and will participate in engagement and education throughout the community, while maintaining the rights and dignity of individuals.

Why work for SIGN?

- Work/life balance, monthly paid day off
- Professional development opportunities

Expectations:

- Initiate and maintain case management of the referrals received;
- Maintain appropriate data collection and reporting tools;
- Develop and facilitate trainings and workshops for clients and staff;
- Maintain collaborative relationships;
- Provide short-term support to the client and landlord relationship as needed;
- Seek new housing opportunities and resources to assist clients with housing;
- Assist to negotiate leases on behalf of clients;
- Assist clients with identifying and reducing barriers;
- Share housing information to clients and others in a timely fashion;
- Deal pleasantly and effectively with a wide range of people of different ages and cultures;
- Develop knowledge of community resources, the Saskatchewan Residential Tenancies Act and SK Housing policy;
- Understand mental health, addictions, trauma, crisis management and counselling.

Qualifications and experience:

- A Bachelor's degree, diploma or certification and training appropriate to the position;
- Experience working with marginalized populations in community-related field
- Valid driver's license and access to a personal motor vehicle
- A Criminal Records Check and Vulnerable Sector Check from RCMP

Send resumes with covering letter and at least three references to:

Shelley Zoerb, SIGN Director of Operations
345 Broadway Street West
Yorkton, SK S3N 0N8
Phone: 306.783.9427
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Applications close at 5 pm on October 15th, 2021

Only those short-listed for interviews will be contacted. We thank all those who apply for their interest.