

## **TRANSITIONAL HOUSING TEAM LEAD**

This role leads daily operations and staff at a new Transitional Housing and Healing Program in Brandon, ensuring culturally grounded, trauma-informed support for justice-involved residents while working under the supervision of the Director of Transitional Housing. It combines front-line crisis leadership with substantial administrative, supervisory, and reporting responsibilities.

### **Role and organization**

- The Team Lead manages operations and staffing for a new transitional housing and healing facility, helping develop the program and embed cultural values and practices into services for residents.
- The John Howard Society of Brandon is a non-profit focused on restorative justice, addressing root causes of crime, and supporting justice-involved people through trauma-informed services.

### **Key responsibilities**

- Oversees scheduling, supervision, performance evaluations, and administrative records for Transitional Housing staff, while maintaining communication with the Director and financial staff.
- Manages facility routines (inspections, drills, cleanliness), resident ledgers and billing, confidential participant files, and relationships with parole officers and community support agencies, plus other duties as assigned.

### **Qualifications and skills**

- Requires post-secondary education in Social Science or Leadership (or equivalent experience), plus supervisory experience, crisis management skills, and experience in residential or transitional housing settings, ideally with Corrections Service Canada.
- Needs strong communication, multitasking, risk/needs assessment skills, software proficiency (including HIFIS/OMS), and knowledge of trauma-informed care, substance use and harm reduction, Indigenous cultures, and relevant legislation such as the TRC Calls to Action.

### **Certifications and requirements**

- Must hold and maintain a Manitoba class 4 or 5 driver's licence, First Aid/CPR, Mental Health First Aid, NVCI, and Enhanced Security Clearance.
- The position is full-time (35 hours/week with on-call rotation), pays \$74,000 annually, and includes pension and benefits after probation.

### **Application details**

- The agency encourages applications from underrepresented groups, including Indigenous, racialized people, and people with disabilities, and asks candidates to self-identify in the cover letter if they wish.
- Applicants should email a resume and cover letter referencing posting TH2026-01 to [careers@brandonjohnnhoward.ca](mailto:careers@brandonjohnnhoward.ca); only qualified candidates will be contacted