



Transition House

Building Strong Foundations

Executive Director Cobourg, ON On-Site Working Environment

As Northumberland County's only emergency shelter, we provide safe, dignified and supportive temporary housing, life skills and transitional support services to men and women over the age of 18 from Cobourg, Port Hope, Grafton, Colborne, Campbellford, Brighton, Hamilton Township, and Alderville. Our service area includes all of Northumberland County.

Transition House strives to be a client-focused, supportive, collaborative and accountable organization. At the core of our strategic directions is our commitment to clients, staff, partners, volunteers, donors, funders and the community. We thank all of those who continuously provided input and feedback. Please know, we listen.

The Board of Transition House is seeking an Executive Director to lead the organization to achieve its purposeful and strategic goals. Reporting to the Board of Directors, as the face of this organization, the Executive Director will be responsible for the overall leadership, administration, strategic planning, and day-to-day operations.

Transition House is seeking a new Executive Director

The Executive Director supports the mission of Transition House by demonstrating leadership and direction to ensure that all services provided are in keeping with the philosophical framework set out in the organization's mission, vision and values and ascribing to the Housing First model, Trauma Informed Care, Harm Reduction and shelter diversion principles. The Executive Director supports the mission of Transition House by providing oversight to ensure effective operation of all programs within Northumberland's Emergency Shelter Coordinated Access System.

What you bring to the role:

- Minimum 5 years' management, human resources, and supervisory experience within a team in the non-profit sector
- Sound knowledge of community homelessness issues
- Good financial acumen, grants and reporting experience
- Experience and understanding of how a non-profit operates
- Strong ability to build and develop relationships with other agencies and service providers in mental health, housing and food security to coordinate access and services in Cobourg
- Excellent time management, problem solving and assessment skills are required
- Understanding of the process of working with a policy governance Board
- Ability to work within a Housing First Framework. Knowledge of Trauma Informed Care and Diversion principles as well as knowledge of barriers to obtaining and retaining adequate housing due to complex coexisting conditions, such as addictions, mental health issues, PTSD and other trauma is also required.
- Flexibility and openness to emerging concepts, service delivery models and collaboration
- Clear vulnerable sector police check annually

Assets:

- Nonviolent Crisis Intervention (NCI) Training and Applied Suicide Intervention Skills Training (ASIST)
- Computer literacy and familiarity with standard programs and data spreadsheets
- Financial management experience and demonstrated fundraising management skills
- Basic First Aid and CPR certification

Education:

- A Bachelor of Social Work is preferred or a college diploma in a social services field coupled with extensive experience in the field.

What Transition House offers you in return:

- Competitive salary (\$85,000 - \$95,000) commensurate with experience
- Health and dental benefits from day one
- An RSP match
- Competitive vacation starting at 4 weeks
- Annual budget for your professional development
- Laptop and cell phone
- Contribution to relocation (as required)

Why consider Cobourg, ON?

Cobourg is beautifully situated on the shore of Lake Ontario with a population of just under 20,000. It offers its residents the opportunity to live in a tranquil and culturally rich town, while also living just 90 kms from the GTA. The town benefits from excellent access to Highway 401, simplifying the commute to Toronto and to cottage country and Peterborough, under 50 minutes away. It has a beautifully developed waterfront and beach attraction.

This search is being conducted on behalf of Transition House by *crawfordconnect*, a search firm specializing in recruiting non-profit and charitable professionals for Canada's non-profit sector. If someone you know may be interested in this position, please feel free to forward this document – we would be pleased to connect with them.

Key Contact: Gillian Horbal – gillian@crawfordconnect.com

Application Details:

Qualified applicants are invited to submit their resume and cover letter online in confidence. **We request all applications be submitted online only.**

To submit your application by **September 18, 2023**, please visit <https://crawfordconnect.com/for-candidates/job-openings/#/posting/PR-269> to upload your cover letter and resume in two separate documents. If you experience technical issues when applying, please email info@crawfordconnect.com.

We thank all applicants for applying, however, only qualified candidates selected for an interview will be contacted.