

# BLUE DOOR

**Title:** Director, Expansion and Employment

**Job Status:** Full Time 40 hours

**Job Region:** All Blue Door Locations

**Equipment:** Computer, telephone, Reliable Vehicle/Valid Driving License/Insurance.

**Salary:** \$95,000

Blue Door is a not-for-profit registered charitable agency governed by a volunteer Board of Directors. We have been an integral part of our community providing essential emergency shelter services since 1982. Blue Door's mission is to support people who are at risk of or experiencing homelessness to attain and retain affordable housing.

## **Job Summary**

The Director, Expansion and Employment will be responsible for the growth and development of Construct's 8-week pre-apprenticeship program and expansion. The incumbent is responsible for managing funder contracts and obligations, including budgets, financials, tracking and maintaining outcomes related to the program, developing and overseeing reporting, identifying and securing resources and supports for participants, fostering new relationships and partnerships, and diligently seek new opportunities by identifying partner organizations that meet the necessary requirements to meet Construct's program expansion.

## **Responsibilities**

### **Program Delivery**

- Oversee all aspects of the social components of the program including providing guidance to staff.
- Provide leadership through establishing and maintaining effective working relationships with all stakeholders of the organization including program participants.
- Coordinate with manager to ensure participants are well supported throughout the program and beyond.
- Develop new employment streams for program graduates and create a roster of contractors and unionized opportunities available that lead to sustainable success beyond the scope of the program.
- Work closely with support staff to further develop the digital training portal to expand our service offering to participants.
- Engage past program graduates to maintain a sense of community within the Construct Program.
- Work closely alongside the on-site staff to address any underlying issues including conflict resolution and culture.
- Collaborate with Resource Development and Marketing and Communications as necessary to secure resources and to communicate through social media channels.

## **National Expansion**

- Work closely with COO to develop, structure, and implement opportunities to replicate the trades-based employment social enterprise model.
- Foster collaboration, support The Home Depot Canada Foundation and provide leadership within the TradeWorx coalition as necessary and in collaboration with the COO and Director Quality, Compliance and Evaluation.
- Vet potential expansion partners to determine ideal organizations and make recommendations for expansion.
- Determine social enterprise best practices and embed them into the expansion framework.
- Develop, support, and manage national partners, ensuring compliance with the expectations set by the organization.
- Manage and support development of the delivery of resources and supports for expansion partners and provide guidance to support staff.
- Oversee the development of the digital training portal to expand Construct's service offering to meet the needs of expansion partners.
- Work closely with expansion partners to develop an ecosystem of potential program partners that will create value to participants in the catchment area, including those for program delivery, recruitment, and employment.
- Further develop and strengthen the expansion training package providing a vast amount of resources for expansion partners and provide in-depth coaching and support, while overseeing staff to ensure a seamless knowledge sharing.

## **Reporting**

- Understand and manage all funding agreements and related budgets to ensure that cohorts are scheduled, expenses, staffing structure and deliverables are kept on track and are fully expensed according to funder requirements and schedules.
- Ensure all program activities comply with relevant legislation, professional standards and funding objectives.
- Maintain a strong understanding of funding, specifically pertaining to potential new agreements and operations in geographic regions of expansion.
- Work with Director Quality, Compliance and Evaluation on reporting mechanisms to ensure TradeWorx and other expansion partners are maintaining compliance with Blue Door standards as required.
- Support the TradeWorx coalition and its many partners to ensure objectives of The Home Depot Canada Foundation are being met and provide operational recommendations and recommendations for renewal and expansion.
- Complete all necessary funding reporting including narratives and statistical reports and collaborate with Director of Finance to ensure financial reports are completed in a timely matter.
- Complete outcome tracking associated with funding agreements, including ensuring the Construct master tracker is both up-to-date and accurate.

## **Respect and Professionalism**

- Maintain professionalism in the workplace.
- Working cooperatively alongside and supporting all Blue Door team members and departments.
- Adherence to the mission, vision, policies and procedures of the agency.
- Able and willing to promote harm reduction practices in accordance with core standards.

- Attend internal staff meetings and staff training as required.
- Maintain the confidentiality of all client and agency information.
- Utilizes effective conflict resolution skills in accordance with (Crisis Prevention Intervention (CPI) training.
- Fosters positive and appropriate relationships with clients, colleagues, community partners and volunteers.
- Provides referrals and follow-up as necessary.
- Meets with manager on a regular basis and participates in completion of annual performance evaluation.

### **Occupational Health & Safety**

- All employees are responsible for carrying out work in a way that does not adversely affect their own health and safety and that of others.
- All employees shall learn and understand health and safety policies and procedures and will comply with them.

### **Qualifications**

- Minimum Bachelor's in Social Work, Business or other related degree. (Master's degree preferred)
- Minimum of five years' work experience in the social service field.
- Inherent knowledge of social enterprise and its best practices.
- Skilled in providing leadership and direction to individuals and teams.
- Ability to work independently and within a multi-disciplinary team.
- Excellent verbal and written communication skills.
- Strong ability to problem-solve in conflict and/or crisis situations.
- Knowledge, understanding and promotion of anti-oppressive practices.
- Experience working with vulnerable populations.
- Excellent organizational and time management skills.
- Demonstrated computer literacy including Microsoft Office.
- CPR and First Aid Certified. Crisis prevention training would be an asset.
- Clear Vulnerable Sector Screening police check required.
- Valid Driver's license, reliable vehicle and insurance to travel for work.

We are always working towards continued improvements with the hope of creating and fostering a work culture where people want to be and see the impact of their work.

Blue Door is committed to the development of a staff and leadership team that reflects the incredible diversity of the communities we serve. We promote the principles of intersectional anti-racism and anti-oppression and adhere to the tenets of the Ontario Human Rights Code. We both welcome and encourage applications from members of groups with historical and/or current barriers to access and equity, including Indigenous, Black and racialized people, members of 2SLGBTQIA+ communities, people with disabilities, and people with lived experience of homelessness. Blue Door is a unionized work environment.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Blue Doors AODA Policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.

All applications will be reviewed as received, and interviews will begin for qualified candidates as soon as possible. The position may be filled before this job posting ends. Only candidates selected for an interview will be contacted. Please submit a cover letter and resume to [hr@bluedoor.ca](mailto:hr@bluedoor.ca)