



Job Posting: Shelter Director – AZA Women+ Shelter

Position: Shelter Director
Program: Bagwisendam Women+ Shelter
Funded Under: Indigenous Shelters & Transitional Housing Initiative (ISTHI) [CMHC/ISC]
Employer: Animbiigoo Zaagi'igan Anishinaabek (AZA)
Location: Caramat / Longlac area, Ontario
Employment Type: Full-Time, Permanent
Reports to: Chief & Council (until Board of Directors is established)
Salary: Commensurate with experience and qualifications

About AZA and the Women+ Shelter

Animbiigoo Zaagi'igan Anishinaabek (AZA) is an Anishinaabe community located on the north shore of Lake Nipigon, dedicated to creating a safe, culturally grounded environment that supports healing, empowerment, and self-determination for its members.

The AZA Women+ Shelter will serve as a 24/7 trauma-informed, land-based, and culturally safe healing space for women, children, and gender-diverse individuals experiencing violence or crisis. The shelter will operate as part of the Indigenous Shelters & Transitional Housing Initiative (ISTHI), funded through Indigenous Services Canada (ISC) and the Canada Mortgage and Housing Corporation (CMHC).

We are seeking a compassionate, experienced, and strategic Shelter Director to lead the shelter's development, operations, and staff in alignment with AZA's values and community vision.

Position Overview

The Shelter Director is responsible for the overall management of the AZA Women+ Shelter, ensuring the delivery of trauma-informed, culturally safe, and high-quality services for women and families. This leadership role includes overseeing daily operations, supervising staff, managing finances, and engaging community partners and Elders in creating a holistic healing environment.

The Shelter Director must be able to respond effectively in a 24/7 crisis setting while ensuring safety, accountability, and cultural integrity across all programs and services.

Key Responsibilities

Program & Service Delivery

- Manage all therapeutic and operational aspects of the shelter, including case management, counselling, advocacy, and crisis response.
- Implement and monitor policies, procedures, and reporting standards to ensure accountability and compliance.
- Ensure continuous 24-hour crisis line coverage and maintain high safety standards for clients and staff.
- Evaluate program effectiveness and adapt services to meet community needs.

Staff Leadership

- Supervise and support shelter staff, crisis counsellors, administrative team, and outreach workers.
- Provide trauma-informed supervision, reflective practice, and coaching.
- Develop and coordinate training plans for all staff, ensuring professional development and cultural learning.
- Foster a positive team culture that emphasizes collaboration, respect, and wellness.

Finance & Operations

- Develop and manage an annual operational budget of approximately \$800,000.
- Administer service provider contracts and funding agreements in accordance with funder and AZA policies.
- Prepare quarterly and annual financial and statistical reports for ISC, CMHC, and Chief & Council.
- Ensure responsible financial management and reporting aligned with AZA's Financial Administration Law.

Cultural & Community Engagement

- Integrate Anishinaabe teachings, ceremonies, and traditional healing practices throughout shelter programming.
- Work closely with Elders, Knowledge Keepers, and community partners to ensure culturally safe and relevant service delivery.
- Lead public education and advocacy efforts to raise awareness on domestic violence and community healing.
- Support culturally based prevention programming, child welfare coordination, and land-based healing initiatives.

Crisis & Safety Management

- Maintain a safe and secure environment for clients and staff.
- Provide or coordinate on-call crisis response services 24/7.
- Ensure compliance with health, safety, and legal standards, including the Canada Labour Code and Occupational Health and Safety Act.

- Respond to emergencies calmly and effectively, prioritizing safety and trauma-informed intervention.

Strategic Development

- Identify emerging trends and community needs to inform program and policy development.
- Seek and negotiate funding opportunities; prepare proposals and maintain positive relationships with funders.
- Support long-term planning and the establishment of a governing Board of Directors.

Qualifications

1. Education & Experience

- Master of Social Work (MSW) preferred, or equivalent education and experience in trauma-informed Indigenous social services.
- Minimum 3 years of leadership experience in a 24-hour crisis, shelter, or social service program.
- Experience supervising staff and managing budgets in a high-demand environment.
- Demonstrated knowledge of trauma, family violence, and Indigenous healing frameworks.

2. Knowledge, Skills & Abilities

- Deep understanding of Indigenous culture, traditions, and community governance.
- Proven leadership in trauma-informed and culturally safe service delivery.
- Strong financial management, reporting, and administrative skills.
- Excellent interpersonal, communication, and problem-solving abilities.
- Ability to work flexible hours and provide crisis support when required.
- Proficiency in Microsoft Office, reporting software, and data tracking tools.
- Knowledge of an Indigenous language is an asset.
- Certified Drug and Alcohol Clinical Supervisor designation is an asset.

3. Additional Requirements

- Criminal and Vulnerable Sector Check
- Driver's license
- Access to reliable transportation

Why Join AZA?

- Opportunity to lead the launch of a new Indigenous-led women's shelter serving Northern Ontario.
- Supportive and culturally connected work environment.
- Competitive salary and benefits.

- Professional growth and ongoing training opportunities.
- Work that truly makes a difference in the lives of women, children, and families.

How to Apply

Please submit your cover letter, résumé, and three professional references to:

Sabrina Nord, Human Resources Officer

Animbiigoo Zaagi'igan Anishinaabek

Email: hr@aza.ca | Phone: 807-853-2370

We thank all applicants for their interest, but only those selected for an interview will be contacted.