



CREE NATION OF CHISASIBI
P.O. Box 150
Chisasibi, Quebec J0M 1E0
Tel.: (819) 855-2878 Fax: (819) 855-2875

JOB OPPORTUNITY

TITLE: COORDINATOR OF HOMELESS SHELTER

CORE FUNCTION: Under the direct supervision of the Director of Social and Cultural Development, the Coordinator of Homeless Shelter is responsible for overseeing the day-to-day operations of the shelter, ensuring the safety and well-being of residents, and managing staff, volunteers, and resources. He/she will ensure the daily implementation and supervision of the quality of the services and interventions within the Chisasibi Temporary Homeless Shelter.

RESPONSIBILITIES:

- Oversee daily shelter operations to ensure a clean, safe, and welcoming environment.
- Ensure adherence to shelter policies, safety protocols, and government regulations.
- Coordinate intake and exit procedures for clients, maintaining accurate records.
- Monitor building security and manage shelter logistics, including maintenance and supply orders.
- Work directly with residents to address immediate needs, providing support and referrals to external services.
- Collaborate with case managers and social workers to assess clients' needs, including housing, mental health services, and employment support.
- Assist in conflict resolution and crisis intervention when necessary.
- Manage, schedule, and supervise shelter staff and volunteers.



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- Provide regular training, guidance, and support to staff, ensuring compliance with shelter protocols.
- Facilitate team meetings to address challenges and share updates.
- Will provide clinical supervision to Shelter Worker of the Chisasibi Temporary Homeless Shelter for quality assurance, including in the review and verification of reports. The incumbent will also be responsible of the coordination and implementation of various protocols and partnerships between the Cree Nation of Chisasibi and other departments and entities (in particular with the Chisasibi Community Miyupimaatisiun Centre and the Maanuuhikuu mental health and dependencies program).
- Build relationships with community organizations, service providers, and local government agencies to enhance client services.
- Coordinate outreach efforts to connect with vulnerable populations in need of shelter services.
- Assist in developing and improving shelter programs, ensuring they meet client needs and align with organizational goals.
- Monitor and evaluate program performance, using data and feedback to inform improvements.
- Ensure that the shelter operates within budget and seeks opportunities for funding and resource development.
- Maintain accurate records, including resident data, staff reports, and incident documentation.
- Prepare reports for the shelter or funding agencies as required.



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- Manage shelter finances and work with the finance department for budget adherence.
- Maintain a positive, customer focused image of the Cree Nation of Chisasibi and respond to user concerns, problems, or complaints in a timely manner.
- Will represent the **Cree Nation of Chisasibi** in a polite and professional manner when dealing with community members.
- May be required to provide assistance to other departments.
- Perform any other tasks as assigned by their immediate supervisor.

WORK ENVIRONMENT:

The coordinator works in a shelter setting and must be comfortable managing a dynamic and sometimes stressful environment. This role will require flexible hours, including evenings and weekends, depending on the needs of the shelter.

EMPLOYEE REQUIREMENTS:

- High level of professionalism, integrity, respect and confidentiality is crucial;
- Ability to prioritize and adapt to changing environment;
- Advanced computer skills in word, excel and powerpoint;
- Ability to communicate effectively both verbally and in writing;
- Must be willing to work evenings and weekends;
- Ability to work independently with minimal supervision and under pressure;

EDUCATION REQUIREMENTS:

- Bachelor's degree in social work, human services, or a related field (or equivalent experience).



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- 2+ years of experience in a supervisory or managerial role within a homeless shelter or related social services field.
- Strong understanding of homelessness issues, trauma-informed care, and client-centered services.
- Excellent leadership, organizational, and communication skills.
- Ability to handle crisis situations and work with individuals facing complex challenges.
- Proficiency in Microsoft Office and shelter management software (if applicable).

EMPLOYMENT CONDITIONS:

- Regular Full-Time at 35 hours per week
- Fulltime position
- On-the-job training will be provided if required
- Remuneration based on education and experience
- Salary Range: \$80,000.00 min to \$100,000

For more information on the job posting, please come to the CNC Administrative building or call at (819) 855-2878 ext. 361.

Please note: when submitting your resume, please include copies of all diplomas, certificates, valid driver's license and Indian status card. All applicants must agree to perform a criminal background check.

Persons interested in this position are asked to forward their résumé/application within the prescribed deadline to the following:

Barbara Spencer
Director of Human Resources
Cree Nation of Chisasibi
P.O. Box 150
Chisasibi, Quebec
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Or via email to: jobposting@chisasibi.ca

Posting Date: September 26, 2025

End of Posting: October 14, 2025

APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 PM