



Hamilton-Wentworth Chapter of Native Women Incorporated

c/o Hamilton Native Women's Centre

Job Title: Maintenance Worker

The Hamilton-Wentworth Chapter of Native Women's Incorporated, operating as the Hamilton Native Women's Centre (NWC) is an Indigenous lead, not for profit organization, providing a secure and empowering environment for women and children fleeing domestic violence/gender-based violence/intimate partner violence, suffering from homelessness, and/or human trafficking.

We are culturally based and committed to creating positive outcomes for Indigenous women and their children. As a staff member of the Hamilton Native Women's Centre, you will have an opportunity for professional growth and access to traditional ways of being and knowing. We strive to uphold pre-colonial management and policy structure, while being supportive and maintaining a positive work atmosphere.

POSITION SUMMARY:

Working from an anti-racist, anti-oppressive, trauma informed, and intersectional feminist framework, the Maintenance Worker will work closely with the Executive Director, the Manager of IPV/GBV/VAW Programs and Services, Manager of Transitional Living Programs and Services, Manager of Outreach Programs and Services and the Office Administrator to provide oversight, direction and management to ensure the safe and effective daily operation of the Native Women's Centre's Programs and Services in keeping with the organization's mission, vision and values.

KEY RESPONSIBILITIES:

Program Delivery

- Manage the daily maintenance operations of the Hamilton Native Women's Centres programs and services available to clients. This includes items such as regular preventative and ongoing maintenance and repairs to our buildings, lawn care, snow removal, health and safety inspections, cleaning, organizing, furniture building, liaison with contractors etc...
- Ensure program delivery is consistent with agency mission, vision and statement of principles.
- Act in non-judgmental and empathetic manner when working with clients and provide therapeutic support as needed.

- Establish program goals & objectives. Monitor program plan on regular basis with input from clients and staff to ensure meeting objectives. Ensure that annual program plan and evaluation take place.
- Collect and prepares statistics, monthly program activity reports and present reports to Executive Director on regular basis.
- Liaise with other NWC programs, community agencies and applicable stakeholders to ensure effective service delivery for women and children.
- Liaise, accompany, evaluate work being conducted by outside contractors.
- Outsource three quotes from contractors for projects.
- Maintenance Department scheduling.
- Participate in ongoing training and development.
- Ensure NWC programs and services operate in a safe, effective and respectful way for clients, children, staff and volunteers.
- Any other duties as assigned.

Agency-Wide Program Delivery

- Maintain a thorough knowledge of Native Women's Centres Programs and Services.
- Participate in agency-wide planning and review sessions, training programs and other initiatives.
- Perform other activities as authorized by the Executive Director and/or designate.

QUALIFICATIONS:

- Grade 12 or Equivalent, trades programming or related field that includes:
 - 3 to 5 years of leadership experience
 - Knowledge of and experience working with a range of issues impacting youth, women and children including homelessness, violence against women and children, human trafficking, poverty, mental health and substance use.
 - Demonstrates cultural competency including awareness, knowledge and understanding of the impacts of colonialism and systemic issues.
 - Experience working in a shelter/communal environment is an asset.
 - Strong critical thinking and decision making skills.
 - Knowledge of de-escalation techniques, harm reduction, and crisis management.
 - Intermediate computer literacy skills including Microsoft Office Programming.
 - Ability to use initiative, work independently as well as within a team atmosphere.
 - High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment and to collaborate within a group setting.
- Valid driver's license and access to a vehicle in good working order is an asset.
- Must be able to handle the physical demands of the position and be able to lift 25 lbs on a regular basis.
- Good Time Management, Planning and Scheduling skills.
- Ability to work independently with minimal supervision.

- Good interpersonal, communication skills and able to work effectively within a team environment.

HOURS OF WORK:

- 40 hours per week
- Monday to Friday
- Flexible hours

REQUIREMENTS:

- Police Vulnerable Sector Check, within 90 days of hire
- First Aid / CPR / AED Certification
- WHMIS Certification
- Food Handlers Certification
- ASIST Certification
- Safe Space Training
- Ladder Safety Certification, recommended
- Risk and Fall Certification, recommended

COMPENSATION:

- Wage Range: \$23.00 per hour
- Benefits after 3-months of continuous, active employment
- Plus competitive vacation time, sick time, cultural time off as per our policies and procedures

Wage rates are subject to individual funding contracts which are renewed on a yearly basis

All interested applicants should apply to: hr@nativewomenscentre.com

Please be advised we only contact applicants who are selected for an interview. Preference will be provided to Indigenous Applicants.