



Job Opportunity

The **Downtown Community Safety Partnership (DCSP)** is a made-in-Winnipeg approach to creating a safer and more welcoming downtown through the availability of cohesive support and non-emergency response to those in the community in need of support and assistance. The DCSP is committed to being a proactive downtown presence, providing prevention and outreach focused on long-term solutions, and to delivering a continuum of care that will help to effect significant change for individuals and the entire downtown community.

Manager of Coordinated Assistance Network (CAN) (One Year Term)

Anticipated Start Date – June 10, 2024

FTE: 1.00

Anticipated Shift: Days

Daily Hours Worked: 7.5

Posting End Date: May 31, 2024

Salary: \$ 58,500.00

The Manager of CAN will be responsible for all CAN programs including but not limited to the Downtown Community Safety Partnership (DCSP) CAN Team. This position will play a fundamental role in developing the DCSP CAN Team. Will oversee both the CAN Team-related budgeting and funding.

The successful candidate will represent the Core Guiding and Service Principles of the Downtown Community Safety Partnership in the community and will be an approachable individual ensuring the CAN Team, the communication hub of the organization, facilitates positive interactions with all members of our downtown community fostering a sense of safety, health, and wellbeing for all.

The successful candidate will oversee the Coordinated Assistance Network (CAN) staffing and operational roles and responsibilities, not including technical supporting systems. The Manager will work in collaboration with the systems Manager when encountering technical issues.

KEY RESPONSIBILITIES

Leadership

- Provide leadership, direction, motivation, and support to all CAN members.
- Provide support for the recruiting, development, and training of CAN members.
- Contribute to the development of the DCSP Strategic Planning.
- Ensure key metrics are developed and monitored.
- Lead and oversee CAN members to ensure position duties, responsibilities, policies, protocols, and deliverables are being met and achieved.
- Communicate with DCSP Directors and Management and update information as required.
- Incorporate a supportive and positive teamwork mindset in the execution of work.
- Represent and mentor all CAN staff on the Core Service Principles of DCSP.

Program Management

- Oversee Payworks profiles, time off requests, and monitor staff attendance.
- Develop objectives for CAN day-to-day activities.
- Conduct biweekly team check-in meetings with CAN staff.
- Ensure all relative CAN programs operate within budget.
- Ensure all operational requirements of all programs are identified on an annual basis.
- Ensure data is adequately incorporated into day-to-day operations to enhance proactivity.
- Identify funding opportunities for programs. Prepare and manage funding applications and reports.
- Conduct interviews and performance reviews of personnel under your direction and on an ongoing basis as required.
- Maintain an up-to-date database of CAN staff.
- Ensure training is up to date and current for employees, explore ongoing and evolving training needs.
- Documenting all staff-related personnel issues and communication to Human Resources.
- Make recommendations to Human Resources and/or designate all matters related to employee hiring, promotions, disciplining, and terminations.
- Develop and maintain a manual on policies and procedures.
- Identify and coordinate all Workplace Health and Safety and training needs as required.
- Oversee and build the Beacon Project by working collaboratively with a range of stakeholders including community and neighborhood organizations.
- Represent the DCSP on various committees.

Other

- Other duties as may be assigned from time to time at the discretion of the Executive Director and/or designate. In the areas, but not limited to:
 - Research

- Advocacy
- Communication
- Marketing
- Public Relations
- Other projects and /or duties as assigned

QUALIFICATIONS:

- Post-secondary education is considered an asset, however relevant training/experience will also be considered.
- Excellent interpersonal, teambuilding, problem solving, and communication skills.
- Previous supervisory experience preferred.
- Ability to form professional relationships with various stakeholders, partners, and community agencies.
- Ability to build and maintain professional relationships with individuals in need and diverse populations.
- Demonstrated understanding of the unique issues and barriers affecting vulnerable populations in downtown.
- Must be able to sit for long periods of time.
- Valid First Aid and CPR certification is considered an asset.
- This role is subject to a Criminal Record Check, including Vulnerable Sector Search, and a Child Abuse Registry Check, to be produced prior to commencing employment.

To apply for this position, please email your resume and cover letter to dcsp@dcsp.ca by May 31, 2024, with subject line:

MANAGER of COORDINATED ASSISTANCE NETWORK (CAN) Application

We thank all that apply, however, only candidates selected for an interview will be contacted.