**Employment Opportunity - Posting**  
The Salvation Army – Prairie Division

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Residential Services Supervisor</th>
<th>Competition #:</th>
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</thead>
<tbody>
<tr>
<td>Ministry Unit/Dept:</td>
<td>Bethany Home</td>
<td>Work Location:</td>
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<tr>
<td>Salary Range:</td>
<td>$22.70 to $34.05</td>
<td>Date posted:</td>
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<tr>
<td>Status:</td>
<td>Full time, 40 hours per week</td>
<td>Closing Date:</td>
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<tr>
<td>Work Location:</td>
<td>Saskatoon, SK</td>
<td>August 4, 2021</td>
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<tr>
<td>Closing Date:</td>
<td>August 17, 2021</td>
<td>August 17, 2021</td>
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</tbody>
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**Applications Accepted By:**

E-mail: Katherine.funk@salvationarmy.ca  
Attention: Human Resources  
Please no phone calls.

**MISSION AND VALUES:**

The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.

**Mission Statement**

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

**Core Values**

The Salvation Army Canada and Bermuda has four core values:

**Hope:** We give hope through the power of the gospel of Jesus Christ.  
**Service:** We reach out to support others without discrimination.  
**Dignity:** We respect and value each other, recognizing everyone’s worth.  
**Stewardship:** We responsibly manage the resources entrusted to us.

**POSITION PURPOSE SUMMARY:**

Reporting to the Director of Residential Programs, this position is primarily responsible for the supervision and day to day management of operations for Crossroads Bethany Home. As a member of Crossroads’ Residential Services Management Team, this role also provides program support to the Director of Residential Services on Crossroads Bethany Home programs, as directed.

**KEY RESPONSIBILITIES:**

1. **Staff Supervision:**
   - Make recommendations and provide support to the Director of Residential Services as it relates to the selection, supervision, training, disciplining and termination of all Bethany Home staff as per The Salvation Army Crossroads Residential Services policy/procedures
   - Provide day-to-day supervision to the Bethany Home staff and provide supervision, guidance, training, support, and assistance
   - Coordinate Bethany Home staff to conduct room checks of regular clients to monitor rooms to be kept neat, clean, tidy and free of illegal substances
   - Ensure that all Administrative, Personnel, and Program and other Crossroads Residential Services Policies and Procedures are adhered to

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2. Bethany Home Program:
- Ensure that the Bethany Home department operates within the limits of the established budget
- Liaise with Case Workers (Ministry of Social Services) and other Community Based Organizations
- Provide support and submit recommendations when applicable to the Director of Residential Services, and the Executive Director as they negotiate with the Government
- Provide recommendations, support, assistance, guidance and input on departmental Policy and Procedures, subject to Crossroads Residential Services policy
- In collaboration with the Director of Residential Services, assess, design, implement, monitor and evaluate all Bethany Home programs and interventions and ensure that program/intervention content, structure and delivery are consistent with The Salvation Army Crossroads Residential Services (CRS) and Bethany Home guidelines
- Conduct assigned group work to assist clients within Bethany Home
- Provide support to help fulfill accreditation standards
- Ensure that departmental information flow is clear, unimpeded, and complete to and from staff and residents within Bethany Home
- Schedule and lead regular house meetings between residents and staff of Bethany Home programs
- Ensure that the Mission of The Salvation Army is actively presented in a sensitive and effective manner to clients, staff and the public
- Works with the Ministry of Social Services for reporting and communicating with MSS staff regarding residents and potential residents
- Maintain a well-informed view on community developments and trends relevant to Bethany Home’s ministry and report any relevant findings to the Director of Residential Services
- Maintain and foster good relations with all appropriate levels of government and government agencies
- Facilitate or participate in appropriate program presentation to community and government groups and services
- Participate in the development of departmental budget and provide input and recommendations when applicable

3. Casework Accountabilities and Client Support:
- Provide direct casework and manage a client caseload of youth who are currently involved at Bethany Home
- Design, develop and facilitate programs relevant to clients’ needs, in consultation with the Director of Residential Services
- Ensure client intakes are completed and ensures new clients are orientated with Bethany Home’s rules and regulations
- Schedule and/or actively participate in client Assessment and related Bethany Home meetings

4. Administration, Documentation & Reporting:
- Prepare and/or ensure that statistical reports (including SAMIS) and other documents for Administration are completed, as required
- Maintains familiarity with funder requirements and contract agreements related to Bethany Home programs and assist fulfill reporting requirements to funder standards
- Maintain accurate, comprehensive, legible and current client file records.
- Record unusual or out of character behaviours noticed in daily logbooks at the Reception Desk and report them to appropriate partners
- Maintain monthly fiscal logs for bus passes, petty cash and gift cards

QUALIFICATIONS AND EDUCATION REQUIREMENTS:
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*NOTE: You may be required to provide validated educational documentation.

Education/Certifications:
- A minimum of a diploma in social work or justice services, but equivalent experience and education may be considered

Experience:
- Minimum 3 to 5 years’ experience working within a social services field setting
- Minimum 2 years working with youth/women’s programs is preferred
- Demonstrated understanding of the Behavior Based Model
- Minimum 2 years’ experience in a case management system
- Experience working within a non-profit organization is an asset

Required Skills/Knowledge:
- First Aid/CPR Level “C”

Successful candidates, prior to hiring, will be required to provide:
- Criminal Record Check with Vulnerable Sector Check
- This position requires the successful candidate to have a valid driver’s license and an acceptable drivers abstract. The successful candidate would have to provide proof upon being hired.

The Salvation Army offers accommodation for applicants with disabilities in its recruitment process. If you are contacted to participate in an interview or screening process, please advise us if you require accommodation.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

Internal Applicants, please advise your supervisor of your intentions as soon as you know your application is being considered- normally at the stage where you are being interviewed.

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