

John Howard Society of Manitoba Inc.
Job Posting: Assistant Residence Manager

The John Howard Society of Manitoba seeks to ensure just, effective, and dignified responses to the causes and consequences of crime. We empower change, advocate, provide education, and support community members before, during, and after their involvement with the criminal justice system. We are a not-for-profit organization with approximately 20 employees covered under a single collective agreement.

Position: Assistant Residence Manager

Employment Type: Full-time

Position Type: non-unionized

Salary: Competitive salary, to be discussed

Benefits: Generous benefits package after the successful completion of six months of employment

Tentative Start Date: As soon as possible

Closing Date for Internal Applications: September 1, 2026 @ 11:59 PM

The Position: In keeping with the mission statement, values and principles of the John Howard Society of Manitoba, the Residence Manager carries out administrative and supervisory duties on behalf of the Residence Manager.

Duties and Responsibilities:

- Familiarization with JHSM's Mission Statement, Directives, Policies, Protocols
- Perform in a professional manner consistent with JHSM Employee Policy, Code of Conduct and Code of Ethics.
- Participate in workshops/courses that are referred by Executive Director for Professional Development purposes.
- Assist the Residence Manager in supervising the Four Healing Roads Lodge staff.
- Liaise with outside agencies and collaterals where necessary.
- Participate in the daily house briefing with Four Healing Roads Lodge staff.
- Responsible for supervising and scheduling shifts for Four Healing Roads Lodge staff.
- Oversee proper documentation by the staff of the duty log and communication book.
- Ensure staff are following proper protocols and procedures.
- Periodically audit sign-in/out books and verify phone numbers and locations of residents.
- Ensure staff are regularly conducting house/fire checks (minimum times three times per shift).
- Routinely inspect the cleanliness of residents' rooms/personal spaces and positively reinforce residents to keep their spaces clean and orderly at all times.
- Prepare Resident Action Plans where necessary.
- Screen consults for residency where necessary.
- Distribute medications according to the statement of work.
- Report any maintenance needs and send to the Residence Manager.
- Responsible for maintaining resident files according to the Statement of Work.
- Responsible for resident admission, ensuring they are orientated to the house rules.



Qualifications:

- Minimum of 5 years of working in the social justice or social services field.
- Minimum of 3 years of supervisor experience, with direct supervision of a team of 5 or more in any industry. Experience in the corrections field.
- Strong working knowledge of Microsoft Office Applications including Word, Excel and Outlook.
- Familiar with various addictions, mental health issues and violent behaviours.
- Knowledge of Indigenous culture and traditions.
- Must have the ability, skills and knowledge to assert confidence and positive role modelling.
- Must be able to exercise discretion and show leadership in stressful situations.
- Ability to work with little supervision but work as part of a team.
- Strong written and verbal communication skills.
- Ability to multi-task in a fast-paced work environment.
- Strong working knowledge of Microsoft Office Applications including Word, Excel and Outlook.
- Must be available for occasional overtime or work outside the standard work week (i.e. evenings and weekends)

In addition to the above, this position requires the following:

- Valid Class 5 Manitoba Driver's License.
- Current First Aid/CPR certification.
- Up-to-date Criminal Record Check from Winnipeg Police Service.
- Up-to-date Adult Abuse Registry clearance from Winnipeg Police Service.
- Able to qualify for Enhance Security Clearance
- Must be legally entitled to work in Canada.

Education:

- Completed (minimum) Grade 12 education or equivalent.
- Post-secondary education in the social services field is considered an asset, but not required.

Experience:

- Experience in working with those who are in conflict with the law.
- Experience in report writing and dealing with collateral agencies.
- Experience working with persons who have addictions, mental health, learning, and intellectual challenges an asset.

Knowledge:

- Knowledge and awareness of Indigenous/cross-cultural issues.
- Knowledge of related community resources.

Abilities:

- Demonstrated skills and abilities in proactive and peaceful conflict resolution.
- High degree of self-motivation with judicious decision-making and problem-solving skills.



- Ability to practice appropriate boundaries and professionalism.
- Ability to communicate effectively in English both orally and in writing.

Reporting Relationship:

This position reports to the Residence Manager

The John Howard Society of Manitoba is committed to achieving employment equity for designated groups in our workforce.

We strongly encourage applicants who identify as being First Nations, Métis, or Inuit to self-declare in their resume or cover letter.

Closing date for internal applications: September 2, 2026 @ 11:59 PM

Closing date: When a successful candidate is found

Please email your resume and cover letter to
Matt Sciangula at careers@johnhoward.mb.ca
The John Howard Society of Manitoba
583 Ellice Avenue, Wpg, MB R3B 1Z7

