

# ONEIDA NATION OF THE THAMES

ONEIDA ADMINISTRATION OFFICE  
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SOUTHWOLD, ONTARIO  
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## JOB POSTING

**Position:** Shelter Services Supervisor  
**Term:** Permanent Full-Time  
**Department:** Oneida Family Healing Lodge  
**Division:** Community and Social Services  
**Salary:** Competitive salary range  
**Hours:** 40 hours per week, must be flexible to work days, evenings, weekends, and statutory holidays

**Posting Date: February 27, 2026**

**Closing Date: March 13, 2026, at 4:30p.m.**

### **JOB SUMMARY:**

The **Shelter Services Supervisor** is responsible for overseeing the day-to-day operations of the residential services of Oneida Family Healing Lodge (OFHL). This includes staff scheduling, programming coordination, and monitoring client-staff ratios. The Supervisor will manage intakes and ensure that all residents' needs are met, in alignment with the residential workplan and OFHL operations manual. Additionally, this position will assist with financial planning, the development of the annual work plan, and the completion of administrative tasks, including the preparation of annual, quarterly, and year-end activity reports as required by the OFHL Manager.

The Shelter Services Supervisor holds a leadership role responsible for overseeing the recruitment and selection of front-line crisis intervention staff for the Oneida Family Healing Lodge. The Shelter Services Supervisor will provide coaching, training, guidance, mentoring, and regular supervision to staff. This position also involves completing tasks assigned by the OFHL Manager and participating in meetings with internal and external stakeholders.

### **EDUCATION:**

1. A Bachelor of Social Work (BSW) is preferred.
2. Candidates with a Post-Secondary Degree in Psychology, Sociology, Community Services, or a related field may be considered.
3. Registration in good standing with the Ontario College of Social Workers and Social Service Workers is considered an asset.

### **EXPERIENCE:**

1. A minimum of three (3) years experience in a supervisory or leadership role.
2. A minimum of two (2) years experience working in a shelter or social services environment, preferably with women and children facing homelessness, domestic violence, or abuse.
3. Previous experience with program budgets, tracking expenditures, and ensuring financial compliance.
4. Strong computer skills, including proficiency in Microsoft Office applications.
5. Valid Class "G" driver's license and use of company vehicle is required.

### **MANDATORY DOCUMENTATION WITH APPLICATION:**

1. A cover letter addressing the qualifications listed above **must** be included with your application.
2. Resume.

### **REQUIREMENTS PRIOR TO STARTING EMPLOYMENT:**

1. The successful candidate must submit a Vulnerable Sector Check (completed within a 30-day timeframe), **at their own expense**.
2. The successful candidate must submit a copy of valid Class "G" driver's license and a driver abstract (completed within a 30-day timeframe), **at their own expense**.
3. The successful candidate must submit a copy of applicable educational qualifications (certificates, diplomas, degrees, etc.).

**Submit all mandatory documentation to [hr.recruitment@oneida.on.ca](mailto:hr.recruitment@oneida.on.ca).**

- Late applications will not be accepted.
- All applications will be screened according to the above qualifications, including a full and complete application as requested.
- **Only those selected for interviews will be contacted.**
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act, is preferred.
- Oneida Nation is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require accommodations, please contact Human Resources.

**To request a full job profile, contact the Human Resources Department at 519-652-3244 ext. 827 or by email**

**[hr.recruitment@oneida.on.ca](mailto:hr.recruitment@oneida.on.ca).**

"People of the Standing Stone"

[www.oneida.on.ca](http://www.oneida.on.ca)