

JOB OPPORTUNITY

POSITION:	OVERNIGHT MANAGER
TERM:	Temporary, Full-Time
LOCATION(s):	2980 Carling Avenue (Shelter) *Might be required to work from other Cornerstone locations as operationally required
HOURS OF WORK:	• Sunday to Tuesday from 9:45 pm to 8:00 am • Alternate Saturdays from 9:30 pm to 8:00 am Total of 72 hours per pay period Flexibility to work overtime as required. *Must participate in the on-call rotation. Incumbents will receive compensation for being on call
REPORTS TO:	Director of Shelter Operations or their designate
EXISTING VACANCY:	This posting is for an existing vacancy.
RATE OF PAY:	\$66,000.00 - \$69,000.00 per annum
START DATE:	October 11, 2026, or an alternative start date as agreed upon by you and the Employer
END DATE:	August 14, 2027
POSTED FROM:	September 15, 2026
DEADLINE TO APPLY:	This posting will remain open until the position has been filled. We encourage interested candidates to apply as soon as possible, as applications will be reviewed on an ongoing basis.

Cornerstone offers emergency shelter and affordable supportive housing in four residential facilities for women experiencing homelessness, poverty, mental illness, addictions, trauma, and abuse in Ottawa. Our services are offered in an environment that promotes dignity and a sense of hope. We are committed to public education and advocacy and strive to increase safe, affordable housing and to end homelessness. Cornerstone is a Community Ministry of the Anglican Diocese of Ottawa.



Join Our Team

The Overnight Manager is responsible for the coordination of overnight services and programs at one or more locations and is available to support staff at all Cornerstone locations while on shift. The Overnight Manager supports the work of evening, overnight, and weekend employees and volunteers to improve social functioning, physical, mental, and emotional health and general well-being of residents. They play a key role in the regular maintenance of operational guidelines, manuals and procedures.

What You'll Be Doing

Resident Services and Program Delivery

- Organizes programs and activities in accordance with the mission and goals of the organization.
- Provides support and leadership to front-line staff when developing and implementing programs for residents.
- Provides shift supervision to ensure guidelines and protocols are upheld.
- Provides onsite and/or remote support to all Cornerstone locations in case of staffing shortages or emergencies.
- Regularly updates operations manuals and other manuals, and ensures occupational health and safety guidelines and emergency response guidelines are upheld.

People and Interpersonal Responsibilities

- Provides ongoing support and mentoring to evening, overnight and weekend staff on duty.
- In collaboration with the Evening Manager and Associate Director of Shelter Operations, contributes to interviewing, hiring, onboarding, training, supporting, and conducting performance appraisals.
- Provides input to the collective bargaining process and implements the collective agreement during shifts being supervised.
- Builds and maintains relationships with members of the community, key individuals, and other organizations.

Administration

- Responsible for inputting in-take data into relevant systems and ensuring that all necessary data is being entered and maintained.
- Supports financial requirements, such as, collections, budgetary processes, and reporting.
- Participates in quarterly Joint Occupational Health and Safety committees as required.
- Conducts weekly review of all incident reports and ensure reports are filed managed and forwarded to the Director of Programs and Services.
- Other duties related to the position as assigned.

What we need from you

Qualifications & Skills

- University degree in a social services or related field, or equivalent is required.
- At least four years' experience in a social services agency is required, preferably in a residential setting providing women's services.
- At least one year of supervisory experience or equivalent leadership experience is required, preferably in a unionized environment.
- Experience working with volunteers is an asset.
- Bilingualism is an asset.

Knowledge, Skills & Abilities

- Strong understanding of the issues faced by women and seniors living with poverty, mental illness, addictions, trauma, abuse, and discrimination.
- Excellent negotiation and problem-solving skills.
- Good crisis intervention skills, including the ability to be patient and show empathy and compassion.
- Empowering philosophy and approach; respect for diversity.
- Ability to develop new programs to meet resident needs.
- Proven ability to manage employees with a diversity of functions in a unionized environment.
- Strong community development skills to interact effectively with volunteers and the community.
- Excellent organizational and planning skills to create and facilitate regular meetings.
- Excellent communication skills, both oral and written, role may include preparation of reports.
- Excellent time management and decision-making skills

Core Competencies

- Mission Driven – passionate about ending homelessness.
- Resilience – remains engaged in work even when there are challenges.
- Adaptability – adjusts approach, style, or priorities to meet organizational needs.
- Collaborative – cultivates relationships with team members. Values the input of others and embraces opportunities to work together.
- Accountability – takes personal ownership and responsibility for the quality of work and timeliness of work commitments.

Job Specific Competencies

- Program Management – knowledge of principles, methods, and tools for the management of a program.
- Leadership – influences, motivates, and challenges others; adapts leadership styles to a variety of situations.
- Relationship Building – develops and maintains effective relationships with others; relates well to people from varied backgrounds and different situations.

- Mentoring – provides ongoing support to employees; helps others learn through formal or informal methods.
- Critical Thinking – ability to identify the important questions to ask and problems to solve; shows versatility when unexpected changes occur.

Ready to be part of a team making a difference?

Click the "Apply Now" button to submit your application, or copy and paste the link below into your browser

<https://ca.indeed.com/job/overnight-manager-09feabdb8e852d6e>

APPLY NOW

Cornerstone is an Equal Opportunity Employer and actively encourages diversity in our staff team. If you require any accommodation through the hiring process, please contact us at careers@cornerstonewomen.ca

Thank you for your interest in joining Cornerstone. We will contact you if your candidate profile matches our hiring needs.

Check out our website for more information <https://www.cornerstonewomen.ca>