



Native Council of PEI

Job Posting – Shelter Manager

Job Title:	Shelter Manager	Position Type:	Full Time
Location:	Charlottetown area	Travel Required:	Frequently
Wage:	\$30	Hours Per Week:	40
HR Contact:	humanresources@ncpei.com 902-892-5314	Date Posted:	October 24, 2025
Website:	http://ncpei.com/employment/	Start Date:	Anticipated start date in November.

Applications Accepted By:

FAX OR EMAIL: RESUME AND COVER LETTER

Attention Human Resources- Subject Line: Shelter Manager

Fax Number: 902-368-7464 Email: humanresources@ncpei.com

Job Description

POSITION SUMMARY:

The Native Council of PEI is opening Geggunas'g House, a shelter serving Indigenous women and 2-Spirited people (with or without children) who are leaving violent circumstances. The shelter will work to provide wrap-around care while maintaining a safe and respectful environment for both residents and staff. The Shelter Resource Manager will manage the day-to-day operations of the shelter while providing a trauma-informed, non-judgmental approach to care.

ROLE AND RESPONSIBILITIES

- Ensure safety of residents and staff throughout shift.
- Connect residents to cultural, addiction and mental health supports.
- Monitor and maintain high standards of physical safety in the shelter unit as evidenced by weekly inspection reports, accident reports, investigation reports, and compliance with all safety regulations.
- Ensure completion/submission of all required reports as scheduled.
- Routinely review all required reports, logs, mails, maintaining an organized filing system.
- Order supplies and materials as needed.
- Provide direct and indirect supervision to the shelter team.
- Oversee the scheduling of staff.
- Responsible for the day-to-day operations to include the intake and referral programs, managing the operations budget, managing the resource planning and ensure all health safety requirements are effectively maintained.
- Oversee client intakes, safety checks, and storage of resident's belongings.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Proven leadership experience in a shelter setting or related field.
- Experience working with individuals with a history of substance abuse, mental health struggles, and domestic violence.
- Knowledge and understanding of the Indigenous community or willingness to learn.
- 3-5 years direct service experience in an emergency shelter or in homeless services.
- The ability to demonstrate deep respect not only for clients but for the teams they support, as well as peers and community partners.
- Applied Suicide Intervention Skills (ASIST) certification, Naloxone training, First Aid and CPR certifications would be considered assets.
- Excellent communication and judgement skills.
- Capable of sustained physical activity.
- The ability to work flexible shifts.
- Completion of a Vulnerable Sector

