



Stella's Circle

Creating Community Together

Program Lead Transitional Housing

About Us

Award-winning. Inspiring. Values-driven. Entrepreneurial spirit. These are some of the words that describe Stella's Circle, a leading social justice organization that works with over 1,500 people each year to help transform lives through housing, mental health, and employment.

The Position

The Program Lead, Transitional Housing plays a central role in the overall operations of a 15-unit transitional and supportive living arrangement for women and gender-diverse individuals who have experienced the criminal justice system, homelessness, or gender-based violence.

This position works one-on-one with residents to support intake, housing stability, and movement towards longer-term housing, while also leading the day-to-day operations of the building and supervising staff to ensure safe, consistent, and responsive service delivery. The Program Lead balances individual support, operational leadership, and community care to ensure the building functions as a safe, supportive, and connected environment.

What You'll Do

Resident Intake & Individual Housing Support

- Supports resident intake, orientation, and transition into the building.
- Builds trusting, respectful relationships with residents using trauma-informed, person-centred, and harm-reduction approaches.
- Works one-to-one with residents to support housing stability and eviction prevention.
- Intervenes during times of crisis, supports wellness plans, and maintains strong communication with staff.
- Facilitates conflict resolution and relational repair in ways that prioritize safety, dignity, learning, and accountability.



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- Utilizes person-centred approaches to support residents in identifying their goals related to housing, wellness, and community connection.
- Assists residents in planning and preparing for transition to longer-term housing options.
- Coordinates with internal and external supports as appropriate.
- Completes required documentation, data collection, and housing-related records in a timely and accurate manner.

Program Leadership and Staff Supervision

- Provides day-to-day supervision, on-shift coordination, and guidance to team members.
- Schedules Housing Support Workers, Overnight Residential Support & Safety Workers, and relief/support staff.
- Acts as a resource for staff during shifts, offering supervision, direction, problem-solving, and decision-making support within scope.
- Identifies staffing, performance, safety, or practice concerns and escalates to the Program Manager as required.
- Provides onboarding, mentoring, coaching, and ongoing performance feedback to staff, in consultation with the Program Manager.
- Ensures consistent practice aligned with program and organizational values, policies, and procedures.
- Communicates relevant information across roles to support continuity of care and operations.
- Is a designated contact for after-hours support in case of emergency.
- Actively participates in staff meetings and development opportunities.

Community & Daily Living Coordination

- Coordinates the day-to-day rhythm of the building, including shared spaces, routines, and activities.
- Supports a safe, welcoming, respectful, and community-oriented environment.
- Responds to day-to-day issues as they arise, including resident concerns, conflicts, or building needs.
- Fulfills tenant relations responsibilities as needed, in consultation with the Program Manager.



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- Supports conflict resolution and relational repair in ways that prioritize safety, dignity, learning, and accountability.
- Maintains awareness of the overall “pulse” of the building and communicates emerging issues to the Program Manager and staff team when needed.
- Reports maintenance needs and promotes shared responsibility for common areas.

What You'll Bring

- Post-Secondary Degree in a social sciences field such as social work, psychology, nursing, or a related discipline.
- Must be registered with the appropriate governing body (where applicable), such as the Newfoundland and Labrador College of Social Workers.
- Experience working with women and gender-diverse individuals who have experienced the criminal justice system, homelessness, and/or violence.
- Minimum of 5 years' direct experience (including community work and/or volunteer experience) in a residential or related setting.
- In-depth knowledge of housing, homelessness, mental health, substance use, gender diversity, conflict resolution, and crisis intervention.
- Demonstrated commitment to trauma-informed care, person-centred approaches, harm reduction, and social justice.
- Strong crisis intervention and de-escalation skills.
- Knowledge of income assistance benefit programs.
- Knowledge of the criminal justice system, mental health care system, and emergency housing system.
- Excellent documentation, time management, communication, and interpersonal skills.
- Strong assessment, analytical, and problem-solving abilities.
- Ability to work under deadlines with frequent interruptions.
- Reliability Status with Public Services and Procurement Canada.
- Criminal Record Check with Vulnerable Sector Screening required.
- Valid First Aid/CPR and ASIST certification (or equivalent) required.

The Details

This is a full-time permanent position. Stella's Circle offers health and dental, long term disability insurance, life insurance, matching RRSP plan, birthday leave, sick leave, personal leave and three weeks vacation. The salary for this position is \$66,298.23 - \$71,705.16.



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How to Apply

Please send cover letter and resume by June 15th, 2026, to:

Human Resources Specialist
Stella's Circle
Email: recruitment@StellasCircle.ca

About Stella's Circle

Stella's Circle is a nationally celebrated charitable organization with a mission to champion growth and transformation through housing, mental health, and employment services. Our wrap-around programs are rooted in self-determination, recovery, and inclusion. Our vision is a home, a purpose, a community, and social justice for all. Learn more at StellasCircle.ca.

Stella's Circle is proud to be an equal opportunity employer that embraces diversity. We are committed to creating an inclusive environment for all individuals and ensuring full and equal participation for each individual in our community. We treat all people with respect and dignity, and recognize their rights, opinions, experience, knowledge, and competence. Stella's Circle encourages applications from people of colour, people of diverse sexual orientations and gender identities, Indigenous Peoples, those with physical and mental illness and/or challenges, and those who face any systemic barrier.

