



inclusion
powell river

Job Posting #21-260

Manager - Residential Services – Adult & Youth

We are currently hiring for a Manager of Residential Services – Adult & Youth

Program:	Residential Services – Adult & Youth (based out of Black Berry)
Job Status:	Full Time
Pay Rate	\$50,000 - \$70,000
Hours of work	40 hours per week; flexible schedule As well as on call
Closing date:	October 15, 2021
Additional Details:	This position is open to female only. This position is EXEMPT

Nature of Position

This management position includes responsibility for the day to day operations of the long term Residential Home.

The Manager leads our team-members along with; the child's family, social worker, other professionals and people who are significant to a child or young person as well as the funder, and other business and service providers in developing and carrying out a plan of care for the child in our care.

The Manager is an advocate of the child/youth, insuring the provisions of a safe and healthy home, from nourishing meals, a nurturing environment, gentle teaching and positive behavioral management skills that attends and responds to each child's individual needs and ethnic/cultural heritage.

Required Abilities

- Develop and maintain a secure, healthy relationship between the child/youth and yourself.
- Provide an excellent standard of care to the child/youth and to provide experiences which will stimulate a child/youth.
- Provide opportunities to learn, grow and develop in an age appropriate manner and encourage in a proactive way so the child/youth can value their own health, origins, religion and culture.
- Promote healthy psychological and physical educational development for the child/youth.
- Recognize and prioritize the needs of the child/youth.
- Proficiency with Microsoft Software.
- Business Management Skills.
- Expert level of Supervisory skills and experience.

Key Duties and Responsibilities

1. Responsible for the recruitment and selection process, orientation, performance management, motivation, evaluation, progressive discipline and training of the residential team under the guidance of the Leadership Team.
2. Facilitates effective team communication and interpersonal relationships emphasizing co-operation and flexibility. Assists the team to recognize and utilize each member's strengths and talents to provide an effective program. Chairs or facilitates staff meetings and other team meetings effectively. Provides coaching and support to staff through mediation and conflict resolution between staff, residents and other community members. Models mutual respect and cooperation.
3. Provides leadership and guidance for staff ensuring all service provided is person centred.
4. Ensures that medications are administered for the residents in keeping with the Pharmacy Act, Licensing regulations and iPRS's policies. Participates effectively on the Program Medications Safety and Advisory Committee.
5. Assesses and prioritizes health care needs. Ensures appropriate health care. Ensure Health Care plans are developed and updated as necessary.
6. Ensures that the program operation, use of vehicles, building and grounds maintenance meet the criteria of the funding contract and inclusion Powell River policies and community standards. Ensures program outcomes and reporting requirements are met.
7. Follows relevant guidelines, including CARF standards, Collective Agreement, Fire Regulations, Work Safe BC regulations, Employment Standards Act, Human Rights Code, Motor Vehicle Act, BC Benefits Act, inclusion Powell River policies and any other relevant legislation or regulation.
8. Maintains an up-to-date and practical knowledge of all safety and emergency procedures outlined in inclusion Powell River policies and procedures and in Worksafe BC Regulations. Practices safety and emergency procedures as outlined in inclusion Powell River policy and documents as required. Balances a focus on safety with a focus on valued community presence. Uses Risk vs Benefit process for decision making and person centered practices when making decision with regards to supports for clients in keeping with MCFD regulations.
9. Develops, documents and maintains complete and helpful procedures that direct and guide team members in safe, consistent and effective program delivery. Stays informed of best practices and incorporates those in client care.
10. Participates in developing the plans for the child/youth and to make sure these plans are carried out. To undertake specified tasks in the care plan for the child/youth.
11. Ensure that a child or young person is kept safe from harm and abuse, and that they are taught how to get help if they are worried or frightened by anyone or anything.
12. Maintains records, documentation and reporting as required by the Ministry, inclusion Powell River polices, the Operations Manual and\or as requested by the Director of Residential Services or Administration office. Ensures all required documentation is accurate, complete and timely and in keeping with iPRS standards.
13. Understands the Service Principles and MCFD Provincial Guidelines and ensures that all of these important documents form the basis for all work performed.
14. This position is required to work in a stressful environment sometimes supporting clients in escalated or crisis situations. Extremely good judgement to balance the need to take risks and promote learning, with the need to exercise caution in

potentially challenging or unsafe situations and other duties can be assigned as required.

Qualifications

- Bachelor Degree in Child, Youth Care, Social Work, Psychology or other studies in the Human Services Field
 - Two (2) years recent related experience such as Social Work, Child/Youth Care
 - Two (2) years supervisory experience.
 - Requirements for Ongoing Employment
 - Criminal Record Check (renewable every 5 years)
 - A valid WCB-approved First Aid Certificate (OFA Level 1, willing to train)
 - Access to a safe, well-maintained vehicle with appropriate insurance
 - Valid Class 5 BC driver's license
- How to Apply If you wish to be considered for this position, you may apply via our online application, or by emailing a completed application form and resume to apply@inclusionpr.ca. You must quote the posting number #20-068 in the subject line of your email. Applications will only be accepted in the methods above. Applications submitted to any other address will not be considered.

An equivalent combination of education and experience may be considered

Requirements for Ongoing Employment

- Criminal Record Check (renewable every 5 years)
- TB Test
- A valid WCB-approved First Aid Certificate (OFA Level 1) (willing to train)
- Class 4 BC Driver's License REQUIRED. Candidates with Class 4 Learner's License will be considered.

How to Apply

If you wish to be considered for this position, please apply and forward your resume to apply@inclusionpr.ca. **You must quote the posting number in the subject line of your email.** Applications will only be accepted in the methods above. Applications submitted to any other address will not be considered.