

POSTING

ASSISTANT MANAGER

Permanent Full Time (35 hours per week)

Assisted Living Program

The Assistant Manager of Assisted Living Programs is responsible for oversight of two congregate style community homes providing transitional housing supports for both adults and young adults who are living with mental illness and working towards the goal of greater independence. This position oversees the day-to-day operations, staff assignments and direction to ensure that the goals and objectives of the program are met. The Assistant Manager is actively engaged in direct service delivery, planning, development and implementation of services to support clients with activities of daily living, and life skills instruction.

KEY DUTIES AND RESPONSIBILITIES

- Adheres to the policies and standards of Options Community Services Society (OCS), as established in policy and program manuals, Health & Safety Guidelines, job descriptions, written memos, and verbal agreements.
- Monitors the daily operation of the programs and ensures quality control. Ensures program standards, guidelines and policies are met and maintained.
- Determines annual program goals and objectives in consultation with program staff, the Executive Director or designate, and funders.
- Maintain a working knowledge of mental health services, community services, resource persons and a wide range of mental health issues and initiatives.
- Maintains effective and collaborative working relationships with other community organizations to co-ordinate the provision of services, foster partnerships and collaboration, and exchange information. Represents the program and Options Community Services in the mental health and broader community.
- Provide support, training and direction to staff persons.
- Ensure that all reports/statistical materials are provided to the appropriate referents as requested.
- Ensures that accurate program and client records are maintained and that confidentiality is a priority. Ensures that all pertinent requirements and documentation is complete.
- Meets with staff individually and as a team to discuss program issues as well as, exchange information.
- Provide feedback and performance plans/evaluations on all staff persons on a regular basis.
- Ensures that WCB health and safety standards are maintained.
- Conducts entry interviews and screens all incoming referrals for appropriateness for entry

NOTE: Applicants not selected for an interview will not necessarily be notified.

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

Posted: 08/29/2019

OCS Posting #:A21429

into the program.

- Assists clients with activities of daily living, including cooking, budgeting, etc. Depending on client needs and abilities, may prepare meals, provide medication services, and provide laundry services as well as other hospitality services. Facilitates and may engage in physical, recreational and educational activities with clients. May assist clients with attending appointments by either providing transportation when necessary, or teaching transportation routes/methods as required.
- Evaluates clients on an ongoing basis and develops service plans and strategies to meet client needs. Also ensures that the clients are active participants in this planning process.
- Able to recognize, analyze and strategize around potential emergency situations. Reports problems to supervisor and or proper authorities.
- Performs other related duties as required.
- Follow written and verbal directives from the immediate supervisor, Executive Director or designate.

QUALIFICATIONS

Education, Training and Experience:

- Bachelor's Degree in related field or a related combination of education and experience (home support/residential care aide certificate/training).
- Previous supervisory experience; knowledge of supported housing models.
- 3-5 years experience working in a mental health setting
- Valid B.C. Driver's License and access to a reliable vehicle.
- Current Level I First Aid certificate required.
- Foodsafe certificate required.
- Lived experience is considered an asset.

Job Skills and Abilities:

- Good organization, time and general management skills.
- Ability to work independently.
- Knowledge of mental illnesses/medications.
- Demonstrated effectiveness as part of a staff team.
- Demonstrated proficiency in written, oral and interpersonal communication skills.
- Demonstrated ability to develop program related reference and resource materials.
- Commitment to a problem solving approach.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- Ability to identify sensitive issues and maintain confidentiality.
- Use of a reliable vehicle for work and a valid Driver's License.

* An eligibility list will be maintained for up to 6 months. [Eligible applicants may be offered a casual position]

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CLOSING DATE:

Resumes will be reviewed starting [September 5, 2019] but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO:

Slinder Balaggan, Deputy Executive Director
Options Community Services Society

Email: slinder.balaggan@options.bc.ca

No phone calls please.

Please include a cover letter clearly indicating the posting number [#A21429] and outlining your qualifications and related experience for the position.