

We're Hiring!



PROGRAM MANAGER, ASSISTED LIVING

Posting Requisition	22045	Program	<i>Assisted Living Program</i>
Job Type	<i>Temporary, Full-time until August 31, 2023</i>	Location	<i>White Rock, BC</i>
Hours of work	<i>35 hours per week</i>	Closing Date	<i>Open Until Filled</i>

Options Community Services is a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

This program provides residential care and rehabilitation to individuals with mental health challenges in a stable and supportive living environment. The Assisted Living programs provide a range of assisted living services, including Mediation Administration and Support, and PSR programming. The program helps individuals develop and/or maintain their social and life skills, and work towards the highest level of independence possible.

The Program Manager provides leadership, management and oversight for two Assisted Living Programs at Blair House and Maple House. These assisted living programs are designated for young adults and adults respectively living with a mental illness diagnosis. 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 Program Manager is actively engaged in the oversight of the direct service delivery, planning, development and implementation of services to support clients with activities of daily living, and life skills instruction.

ACCOUNTABILITIES

- 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, Senior manager, Chief Executive Officer 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.
- Provides support, training and direction to staff persons including support to the staff to assist 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.
- Conducting regular check-ins with clients to understand needs and requirements of the program.
- Ensure that all reports/statistical materials are provided to the appropriate referents as requested.
- Oversees scheduling and assignments of Mental Health workers.
- Performs other related duties, as required.

We're Hiring!



QUALIFICATIONS

Education, Training, and Experience:

- Degree/Diploma in social services or a related field.
- A minimum of 3-5 years' experience in a related field working with clients dealing with mental illness, substance abuse or vulnerable population.
- A minimum of 1 year of leadership experience supervising staff.
- Current Level I First Aid certificate required.
- Foodsafe certificate required.
- Valid B.C. Driver's License and use of a reliable vehicle for work purposes.
- Violence prevention training is considered an asset.

Skills and Abilities:

- Good organization, time and general management skills.
- Good written and verbal communication skills.
- Good interpersonal communication skills.
- Ability to work independently and as a part of the team.
- Knowledge of mental illnesses/medications.
- Ability to provide direct service as necessary.
- Required to work in a dynamic environment, which may call for adaptation to the emerging trends/demands. A high level of motivation and sensitivity is required to effectively deliver services to a variety of individuals and supervise staff.
- Be highly motivated to complete tasks/duties/daily maintenance in a timely manner.
- Commitment to problem solving approach.
- Represent the Society in a positive and professional manner when in contact with outside agencies, professionals or community.
- Demonstrated competency for and understanding of a community development approach and community-based service delivery.
- Ability to work effectively with program staff, volunteers, and non-profit or publicly funded groups, agencies and organizations.
- Ability to identify sensitive issues and maintain confidentiality.
- No relevant criminal history. Verified good character and sufficient reference history to verify this requirement.
- Must be sensitive to and respectful of cultural and lifestyle diversity

SPECIAL REQUIREMENTS

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.
- Applicants may be required to provide proof of Covid -19 vaccination.
- Applicants with lived experience are strongly encouraged to apply.

**An eligibility list may be maintained for up to six months. Eligible applicants may be offered a casual position.*

We're Hiring!



PLEASE APPLY TO:

Paula Church, Senior Manager

Options Community Services Society

Email: paula.church@options.bc.ca

Please include a cover letter clearly indicating the posting number [posting #22045] and outlining your qualifications and related experience for the position.