

**Communitas – Staff Position Description**  
**SUPERVISORY**

**POSITION:** Supported Independent Living (SIL) Manager

**LOCATION:** SIL Program, Abbotsford

**REPORTS TO:** Program Director

**POSITION SUMMARY**

This position manages all operational aspects of the SIL program. Supports and supervises SIL staff and ensures that all documentary aspects of the SIL program are completed. Liaises with Abbotsford Mental Health Centre staff (AMHC), Ministry of Housing Social Development and other related agencies.

**SPECIFIC DUTIES**

1. As the Manager of the SIL program, provides required administrative time to do the following:
  - Semi-monthly and monthly staff reports related to payroll, expense claims, etc.
  - Approves vacation/LOA requests of SIL staff
  - Arranges for new staff orientation and training
  - Supervises the day-to-day activities of SIL staff (e.g.) deals with problems as they arise, assigns new clients, client crises, etc.
  - Performs regular Work Performance Reviews for SIL staff and initiates corrective/disciplinary action if required
  - Ensures that annual program goals and outcomes actions are completed
  - Be the primary contact for Abbotsford Mental Health Centre, Ministry of Housing Social Development and other related agencies
  - Ensures monthly program reports are completed
  - Ensures that client files are current and compliant with CQI
  - Analyzes monthly financial reports from Accounting
  - Ensures that SIL policies, literature, forms and handbooks are current
  - Sets SIL meeting dates and agendas, chairs meetings
  - Attends SIL network meetings as required
2. As a SIL worker, provides the following supports for designated individuals:
  - Completes intake processes, sets goals, activities, and determines outcomes for each persons served in compliance with accreditation standards
  - Maintains positive relationships with external agencies also supporting the same persons served
  - Assists persons served with activities of daily living (as per the SIL worker job description)
  - Reports concerns to the AMHC caseworker
  - Creates a monthly activity plan with weekly activities for SIL persons served
  - Maintain individuals' files as per accreditation standards
3. Maintains regular contact/communication with Program Director
4. Supports, promotes and enhances the culture of Communitas
5. Other duties as required

**REQUIREMENTS**

- Psychosocial Rehabilitation certificate or approved equivalent
- Previous experience supporting people with chronic mental illness in the community
- A philosophy of service that is in line with Communitas' Vision, Mission and Values
- Familiar with and able to implement 'Spirit of Gentleness' principles
- Familiar with and able to implement Psychosocial Rehabilitation principles fostering a belief in the recovery process
- Ability to be motivational and positive in interactions with individuals served
- Strong organizational and interpersonal skills, proven leadership and administrative skills
- Willingness to participate in ongoing training/in-service training
- Ability to observe, record and evaluate change in human behaviour
- Excellent written and verbal communication and mediation skills
- Ability to take initiative with creativity
- Use of personal vehicle required for client appointments, etc.
- Possession of an Emergency First Aid/CPR certificate
- Class 5 drivers license