

Communitas - Staff Position Description
SUPERVISORY

TITLE: Brain Injury Drop-In Program Manager/Facilitator

REPORTS TO: Program Director

POSITION SUMMARY

This position oversees the operation of a Drop-In Program for people with an acquired brain injury. The Program Manager provides direction to staff according to the Communitas Vision, Mission and Values as well as HR and Policy manuals.

Shifts are:

- Manager hours: Day and time flexible
- Facilitator hours: Wed 12pm-4pm, Fri 10am-2pm

SPECIFIC DUTIES

- Client/Participant care:
 - Using a proactive approach, create a positive, stimulating, relationship building environment for participants
 - Actively engage with participants in problem solving
 - Develop relationships/connections with drop-in participants
 - Support the participants' goals and personal development
 - Provide a safe and welcoming environment for participants
 - Model and encourage staff implementation of "Spirit of Gentleness" principles
 - Responsible to independently facilitate Wednesday and Friday drop-in sessions, following pre-planned schedule, and ensure the program is appropriately equipped to support the scheduled activities
 - Responsible for oversight and planning of meals and snacks for drop-in sessions
 - Must be available to prepare and serve Wednesday evening meal should staff be unavailable
 - Responsible for clean up at the end of each drop-in session
 - Attend and chair monthly participant meetings and ensure that participant feedback is incorporated into program plans when feasible
 - Ensure that participants sign in when they arrive
 - Complete Drop-in Summary Sheet after each session
 - Work with the staff and volunteers to ensure the safety and well-being of participants
 - Assist in coordinating access to planned activities related to Brain Injury Drop-in program
- Staff management:
 - Responsible for determining appropriate staffing levels
 - Responsible for hiring, training and supervision of staff and volunteers
 - Responsible for preparing and administering regular employee evaluations and initiating corrective action, if necessary
 - Responsible for determining and implementing appropriate discipline for staff
 - Coordinate and chair meetings for staff and volunteers as needed
- Administrative duties:
 - Complete administrative duties as assigned, including the required documentation on NucleusLabs
 - Ensure accurate recording of expenses and revenue in ledger. Ensure that ledger is submitted to Communitas office on a monthly basis
 - Compile monthly reports for the Program Director
 - Compile quarterly reports and forward to the Fraser Valley Brain Injury Association
 - Increase community awareness about the Brain Injury Program
 - Communicate accurately and fully with the Program Director
- Other duties as assigned

REQUIREMENTS

- Community Support Worker certificate or approved equivalent
- A philosophy of service that is in line with Communitas' Vision, Mission and Values
- Familiar with and able to implement "Spirit of Gentleness" principles
- Experience supervising staff/volunteers
- Strong interpersonal and leadership skills
- Strong organizational skills
- High energy and highly motivated, able to take initiative with creativity
- Excellent written and verbal communication skills
- Ability to model appropriate behaviour (conduct, performance, concern for people, morale, compliance with program policy and procedures, work performance standards, appearance, professionalism, ethics and personal integrity)
- Ability to work as a member of the team as well as able to work independently without supervision
- Computer skills as necessary to complete reports, etc. and teach basic skills to participants
- Possession of a valid Emergency First Aid Certificate with CPR (must maintain valid certification)
- Possession of a valid Class 5 BC drivers license
- Food Safe certificate