

Communitas - Staff Position Description
SUPERVISORY

TITLE: Group Living Manager

REPORTS TO: Program Director

POSITION SUMMARY

The Group Living Manager is responsible for providing leadership and oversight to the daily operations of a designated group living home designed to serve the daily needs of adults with developmental disabilities. In this dynamic role, you will utilize your leadership skills to manage a dedicated team, drive operational excellence, and advocate for the well-being of the persons served. You will ensure that each person's physical, emotional, social, spiritual, educational, and medical needs are met throughout all stages of life, including end-of-life care. You will play a key role in fostering a positive, supportive environment that reflects Communitas' Vision, Mission, and Values.

Your leadership will not only shape the quality of care but also inspire and develop your team, making a significant impact on both staff and those we serve. You will be the primary resource for both operational and personnel issues, demonstrating a commitment to our values while promoting a culture of respect, growth, and collaboration.

SPECIFIC DUTIES

1. Staff Leadership and Management
 - Leads and mentors a team of staff, ensuring they are well oriented, trained, and aligned with Communitas' values
 - Assesses staffing needs and conducts interviews to fill vacant or new positions
 - Develops and manages staff shift schedules
 - Conducts regular employee evaluations and ensures staff requirements are complete and up to date
 - Implements and manages disciplinary actions, up to and including dismissal in conjunction with HR
 - Leads monthly staff meetings
 - Facilitates excellent communication and team building processes with the program staff
 - Ensures a living and working environment that exemplifies Communitas' philosophy and values
2. Administrative Duties
 - Implements documentation as per licensing/accreditation requirements
 - Prepares reports for persons served and maintains their records
 - Acts as liaison with ministry representatives and is contact person for Licensing/Funders
 - Maintains a working knowledge of the Community Care Facility and Assisted Living Act and Regulations, if applicable to program
 - Maintains a working knowledge of all current, applicable policies and procedures of the organization
 - Responsible for the overall maintenance and financial management of the home
 - Regularly completes and submits program payroll and ledgers
 - Meets and communicates regularly with Program Director and attends manager meetings
3. Care of Persons Served
 - Ensures the provision of required levels of care and services in the home
 - Advocates on behalf of persons served
 - Ensures health and safety of persons served
 - Plans and schedules activities for persons served
 - Facilitates family involvement and supports celebrations for persons served and staff in the home
 - Models and encourages staff implementation of the Mandt principles
 - Supports, promotes and enhances the culture of Communitas
4. Provides hands-on scheduled shift work as required by program (as per support worker job description)
5. Other duties as required

REQUIREMENTS

- Community Support Worker certificate (or approved equivalent); Bachelor Degree in related field is preferred
- Group living, management level training and experience is preferred
- A philosophy of service that is in line with Communitas' Vision, Mission and Values
- Willingness to complete the licensing application process, if applicable
- High energy and highly motivated; able to take initiative with creativity
- Strong organizational and interpersonal skills, proven leadership skills
- Ability to observe, record and evaluate changes in behaviour; some medical knowledge is an asset
- 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 being able to work independently without supervision
- Hours may involve long workdays and/or evening/weekend work
- Ability to provide 24/7 on-call coverage
- Possession or ability to obtain a Class 4 BC driver's license (restricted), Emergency First Aid Certificate with CPR Level C, and Food Safe Level 1 Certificate