

Communitas - Staff Position Description
SUPERVISORY

TITLE: Group Living Manager
REPORTS TO: Program Director

POSITION SUMMARY

This position provides supervising discretion, including cell phone coverage while off-site. The manager oversees the daily operations of a designated program, serves as the licensed operator (if applicable), and is directly involved with the persons served by the program. The Group Living Manager directs staff in accordance with the Communitas Vision, Mission and Values, as well as HR and Program Policy manuals.

SPECIFIC DUTIES

1. Staff Management
 - Determines appropriate staffing levels for program; Interviews and selects candidates for vacant/new positions
 - Provides orientation and ongoing training for staff
 - Responsible for developing staff shift schedules
 - Prepares and administers regular employee evaluations
 - Maintains program personnel files and ensures staff requirements are complete and up to date
 - Responsible for determining and implementing appropriate discipline for program staff, up to and including dismissal
 - Chairs 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
 - Initiates reports for persons served and maintains their records
 - Acts as liaison with ministry representatives and is contact person for Licensing
 - 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 of the home
 - Responsible for financial management in the home
 - Regularly completes and submits program payroll and ledger
 - Meets and communicates regularly with Program Director
 - Attends manager meetings
3. Care of Persons Served
 - Ensures required levels of care and service provision in the home are provided
 - Advocates on behalf of persons served
 - Ensures health and safety of persons served
 - Responsible for scheduling activities for persons served
 - Facilitates family involvement in the home
 - Attends or facilitates persons served and/or staff celebrations
 - Models and encourages staff implementation of the 'Spirit of Gentleness' principles
 - Required to support, promote and enhance the culture of Communitas
4. Provides hands-on scheduled shift work as required by program (as per SW 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
- Familiar with and able to implement 'Spirit of Gentleness' principles
- A philosophy of service that is in line with Communitas' Vision, Mission and Values
- Must be willing to complete the licensing application process
- 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 change in human 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 of a valid Class 4 BC driver's license (restricted) and Emergency First Aid Certificate with CPR