

Job Posting

#22.14 NEW ROADS MANAGER

See Below For Shift Details

This posting is open to all qualified applicants.

Our Place Society (OPS) is an organization founded Christian values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcomed. **A team approach is critical to living out our mission and values and to directing our work.**

Position Overview:

Reporting to the Director New Roads (TRC), the New Roads Manager will be responsible for the day to day operational requirements for the New Roads Recovery site.

Duties and Responsibilities:

- Create a safe, welcoming and calming environment for the residents entering our facility. Stay observant of the environment and provide calming intervention as required to ensure the safety of everyone and policies are being respected.
- Provide guidance to the Team Leads on staffing issues such as performance evaluations, scheduling, statistics, payroll and other admin tasks.
- Report all critical incidents to the Director of New Roads.
- Liaise with BC Housing and Island Health as necessary.
- Liaise and ensure good relationships with local partner agencies.
- Work with Director on annual budgeting of the site.
- Attend and represent OPS at any community meetings regarding the site.
- Thorough knowledge of case management in regard to implementation, responsibilities, and integrating applications.
- Collaborate with Site Team Leads/Director in program evaluation and program development.
- Provide first response to crisis intervention as required. Communicate with Team Leads, Director and team members and work alongside them to deescalate and resolve situations. Ensure all incidents, observations, and unsafe conditions are being reported through the proper channels.
- Provide Supervision/direction to all Team Leads in conjunction with the Director. Direct Team Leads with the planning of onboarding and training new staff.
- Acts as an advocate on behalf of residents, working for rightful justice and fair treatment, taking appropriate action to assist. Working with residents to build life skills and move towards recovery within the greater community.
- Oversee and evaluate the intake process and advise Team Leads as required.
- Ensure all sites and always kept in a clean and tidy state.
- Maintain a professional yet compassionate relationship with residents.

Qualifications:

Education and Experience:

- Any post-secondary education is an asset with preference in the human and social services field in a Degree, Diploma or Certificate program such as: BSW, Mental Health Worker, Community Health Worker, Mental Health and Addiction Worker and Social Services Worker.
- Equivalent experience in the community social services sector with working knowledge of community support agencies and resources will be considered.
- Knowledge of current social issues related to homelessness, mental illness and drug addiction is essential.

Skills and Abilities:

- 3 to 5 years of Management/Supervisor experience is required.
- Experience working with marginalized populations is essential.
- Proficient in Excel, Outlook, and Word.
- A clear understanding of Statistical Terms and Concepts.
- Comprehensive knowledge in revising program Policies and Procedures.
- Skilled in problem solving and demonstrates strong analytical abilities.
- Strong ability to foster an environment for employee/ resident engagement.
- Familiarity with related resources and other services, such as welfare system, addiction and mental health support agencies.
- Demonstrated ability to work with challenging behavior and stressful situations.
- Demonstrated ability to apply safe work procedures.
- Non-Violent Crisis Intervention training and First Aid Certification an asset.
- Naloxone training an asset.
- Flexible and tolerant attitude to diverse cultures.
- Ability to work independently.
- Ability to communicate effectively with clients and co-workers both verbally and in writing.
- Effective personal boundary setting skills with both clients and co-workers.
- Demonstrated problem solving skills.
- Strong multi-tasking skills

Working Conditions/Compensation:

Shifts: Full time – 40.0 hours per week. Day shifts. May be required to work weekends

Compensation: \$65,239 – \$69,360 per year

Benefits: Full employer paid benefits after successful completion of 3 months of employment.


Employment is subject to a satisfactory criminal record check for vulnerable adults.

How To Apply

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience, qualifications and the specific position applying for, by 4:30 p.m., Friday, February 25, 2022 to careers@ourplacesociety.com or to Our Place Society, Attention Marion Hoadley, HR Director, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote “**File #22.14 New Roads Manager**” in the subject line.

Please note: All applications must have a cover letter to be considered.

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.



Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve, and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.