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Site Manager, Transitional Housing

Description

e4c's supportive housing programs provide housing for people in the middle of life transitions, looking for stability, recovery, and a better life. In your role you serve people who, due to histories of trauma and related mental illness and addictions, need enhanced levels of housing support.

The Site Manager position reports to the Program Manager, and provides key support to the Life Skills team, Wellness Manager, Crisis Intervention Team, and Casual Pool to ensure the program is running in a way that meets both residents' specific needs and agency/funder requirements.

e4c supportive housing programs operates on the cycle of the day, drawing inspiration from the recovery motto of "one day at a time". The model provides wrap around team staffing that includes clinical supports with a community-based approach, of recovery and sustained wellness of the resident. The Site Manager works along side of the daytime shift and is responsible for overseeing day-to-day program operations and maintaining the vision and practice standards for all staff in the house. The focus of the Life Skills team is on accomplishing tasks, including modelling what it looks like to have meaningful daily activity and learning how to do basic skills that help with daily functioning.

Responsibilities

In Your Role You Will

Operational Management

- Manage program operational cycle and plan service delivery to achieve program goals and outcomes.
- Works in partnership with the Program Manager ensuring all operations are running smoothly at site.
- Works jointly with e4c Human Resources Department to recruit personnel.
- Coordinate program information through the management of client and program personnel information; preparation of summary reports of activities and statistics; and communication and consultation with stakeholders and relevant parties.
- Ensure implementation of leading practices and safety protocols.
- Engage with community stakeholders to represent, discuss and / or establish collaborations, partnerships, or other services with a view to improve services to participants.
- Oversee all areas of facility management.
- **Leadership**
- Support staff in their role by observing performance, recognizing successes, providing constructive feedback and maintaining appropriate documentation.
- Review care plans and life skills goals with multidisciplinary team to ensure programming reflects the needs and diversity of participants.
- Provides leadership alongside of clinical team to ensure successful

Hiring organization

e4c

Employment Type

Full-time

Working Hours

Monday- Friday 8am-4pm

Date posted

June 21, 2024

transition of residents

- Maintains standards of practice for the house in alignment with harm reduction, natural law, behavior modification, trauma-informed and person-centered practice through modelling and coaching
- Debrief and follow-up critical incidents and/or crisis situations in conjunction with staff and others, as required, to provide support, ensure proper protocol was followed and minimize future incidents.

Risk Management Community Development administrative Education and Certifications Required

- Builds and maintains the Risk Register for the site(s)
- Implements risk management practices across all shifts
- Works with neighbors and the community to build and model positive neighbor relations.
- Works with other programs within e4c to build community for staff and residents through the facilitation of integrated activities, programming, events, and ongoing relationship building
- Maintain accurate and current financial records, which adhere to agency financial practices.
- Financial management of invoices, debit reconciliation, handling cash, and overall management of house finances.
- Ensure that all information regarding service delivery is developed, managed and reported in a timely manner.
- Prepare required reports and annual budget projections for effective and efficient program planning and ongoing review.
- Maintain accreditation, licensing, and accommodation standards by monitoring all house documentation and communications.

Qualifications

A successful candidate would require:

- Degree or diploma in the area of human services, education and/or administration
- Police Check with Vulnerable Sector
- Child Intervention Record Check.
- First Aid and CPR
- Medication Administration
- Suicide Intervention
- Food Safety
- Valid Class 5 Driver's License
- Proof of vehicle insurance, registration and 3 year drivers abstract

Recommended

- Mental Health First Aid
- De-escalation Certificate
- Harm Reduction Training
- Cultural Awareness

Job Benefits

Salary

- \$62,400.00 Per year

Benefits

- Competitive Wage
- Robust Benefits Package
- RRSP Matching
- 3 Weeks Paid Vacation
- Paid Sick Time
- Employee Family Assistance Program (EFAP)

Contacts

Please submit your resume and cover letter outlining your qualifications and experience to careers@e4calberta.org

At Transitional Supportive Housing, we believe in the potential of every individual and are committed to creating a supportive environment where they can thrive. Join us in making a difference today!