



## Position Title: Director of Services

**Agency:** Visions of Independence Inc.

**Posted:** March 19, 2025

**Closing Date:** April 2, 2025

**Location:** Winnipeg (Hybrid)

To Apply: Human Resources by email [hr@voimb.ca](mailto:hr@voimb.ca)

Please include the posting ID #2025-33

*Please submit your Resume and Cover Letter.*

Are you looking for a position where you can use your leadership skills to build and grow others? Are you someone who thrives in an ever changing environment where no two days are the same? Visions of Independence is currently seeking a Director of Services for Winnipeg.

The ideal candidate for this role is leader who thrives in a fast paced environment and is able to remain patient and organized under pressure. This person is someone who understands and believes that everyone should be supported to live their best possible life no mater their abilities.

If this sounds like you, please see the full job description and qualifications below.

### Position Overview

The Director of Services is responsible for overall leadership, service delivery and administration in the service area. This position is responsible for strategic planning in the areas of service development and financial management, evaluation of services, providing leadership to the employee group of the service area, and actively developing external networks.

Position type: Full time, Permanent, Hybrid (on site and remote work)

### Required Qualifications

- Must demonstrate commitment to VOI's values: Integrity, Communication, Team Work, Quality, and Community
- Clear Criminal Record Check, Adult and Child Abuse Registry Checks
- A minimum of five years' supervisory experience required
- Highly self-motivated and able to manage multiple departments with a minimum of supervision
- Proven ability to motivate others
- A problem solver who is able to effectively deal with a wide range of issues
- Excellent time management and organizational skills a must
- Valid driver's license and a reliable vehicle

### Required Qualifications

- Post-secondary education in Social Work, Psychology, Community and Disability Support or a related discipline.
- Experience working in and/or supervising in residential support situations
- Working knowledge of current Vulnerable Persons Act



## **Specific Responsibilities**

### **Leadership:**

- Responsible for overall leadership and management of the employee group in the service area.
- Communicate a vision for service delivery, provide direction and guidance to employees, and lead them through changes to better accomplish the mission.
- Supervise, mentor, coach and evaluate Managers, resolve conflicts and employee issues and provide progressive discipline where necessary.
- Ensure employees are aware of policies and procedures and understand them.
- Establish safe and healthy work environments in compliance with legislation and regulation.

### **Service Development and Management:**

- Through strategic planning, identify gaps in service delivery and areas for service development which meet short and long term organizational goals and the needs of people supported.
- Be aware of trends in the field and how changes impact service delivery.
- Evaluate services to ensure that they achieve desired outcomes and meet ENDS policy. Lead and participate in service evaluations.
- Develop proposals and negotiate for funding. Ensure proposals for new funding meet the financial requirements of service delivery.
- Act as a resource to Managers in problem-solving service delivery issues.

### **Communication:**

- Promote and communicate agency vision, mission and values.
- Develop effective, strategic partnerships with a variety of stakeholders and maintain positive public relations with the community, support networks, external agencies, funders, schools and other professionals.

### **Financial Responsibilities:**

- Assist with budget development of service area
- Administer funds of the organization according to the approved budget, monitor the financial position of the service area with an eye to accuracy and sustainability.
- Prepare projections for future financial requirements.
- Report discrepancies in funds according to policy.

## **REPORTING RELATIONSHIPS:**

Reports to: CEO

Number of Direct Reports: Between 3 and 8