



Position Title: Facility Manager OR Facility Manager in Training Opportunity
Agency: Visions of Independence Inc.
Posting Closing Date: until filled

Posted: August 7, 2024

Location: Southwood Avenue - Winnipeg

Interviews/Selections: to follow if needed

Please direct all applications **ALONG WITH YOUR CURRENT PERMANENT SHIFTS** to Human Resources by email hr@voimb.ca

Please include the posting ID **#2024-83**

Please note: This position is an out of scope position, which means the regular union rules will not apply to the awarding of this position. Interviews will take place and the position will be awarded to the successful candidate based on skills and not seniority.

Please submit your Resume and Cover Letter.

We are currently seeking to fill the leadership role in one of our VOI Winnipeg homes (Southwood Avenue - Winnipeg). If you are interested in becoming a Facility Manager, but do not yet have the required experience, this is your opportunity. A Facility Manager in training will be mentored by the current Facility Manager to grow into this role. Below are the Job descriptions for both positions. A decision will be based on fit within the homes and not based on seniority or experience.

Facility Manager in Training Job Description

Position Summary

The Facility Manager in Training is a role in which candidates will be mentored and trained in an effort to set them up for success as a Facility Manager.

Qualifications and Requirements

- Must demonstrate commitment to VOI's values: We are open and respectful, we are transparent, We value people's strengths abilities and knowledge, we think outside the box, we value peoples experiences and knowledge.
- Minimum two years' experience working with people with disabilities.
- Supervisory experience would be considered an asset
- Have a flexible schedule to accommodate ongoing training opportunities
- A valid drivers license and access to a reliable vehicle

Specific Responsibilities

A Facility Manager in training will gain experience and knowledge by supporting the Facility Manager in the following areas.

**Advocacy:**

Advocating for a persons rights, wants and choices in their every day life is a vital part of the position and reflects the Core Values of the organization. It is integral that we advocate for a persons medical choices, health and wellness, choice of daily activities and interests while ensuring they are provided the information to make informed decisions.

People Supported:

- Ensure a thorough understanding of workplace safety and health to ensure the facility is safe, clean and well maintained.
- Maintain an open relationship with all people supported in the home.
- Recognize and report concerns of abuse or neglect
- To offer support in all activities of daily living so they live as independently as possible in their community
- To help create opportunities for inclusion in all aspects of their community
- Work with Key Workers and Direct Support Professionals to provide quality home care and high quality of life for Supported Individuals.

Administration:

- Learn budget guidelines and reports variances accordingly to agency policy.
- Assist in the preparation, authorization, and submission of bi-weekly payroll.
- Ensure overtime is authorized per agency policy.
- Maintenance of people supported files, employee information and other information stored in Thrive
- Ensure damages and maintenance issues are addressed in the home.
- Ensure monthly and year end reporting is accurate and complete.
- Maintain a level of professional conduct and positive relations with people supported, staff, board members, funding sources, government officials, professionals, and community members.
- Ensure that people supported and staff live and work in a safe environment following all safety rules and regulations.

Staffing:

- Interpret, applies, and administers provisions of the collective agreement in the workplace.
- Interprets, applies and administers all VOI policies and procedures.
- Assists in the management of workplace schedules and authorizing of hours of work and overtime to meet operational requirements.
- Identify and advise upon employees and labour relation strategies to meet workplace requirements.
- Shadow the FM in the process of hiring and terminating employees as required, in conjunction with Facility Manager and HR.
- Provide support in case of crisis.
- Model appropriate interactions with individuals, families and friends and community
- Other Duties as assigned.

REPORTING RELATIONSHIPS:

Reports to: Senior Manager



Facility Manager Job Description

Position Summary

The facility manager is responsible for the overall operation, service, delivery and leadership of a work location.

Qualifications and Requirements

- Must demonstrate commitment to VOI's values: We are open and respectful, we are transparent, we value people's strengths abilities and knowledge, we think outside the box, we value people's experiences and knowledge.
- Minimum two years' experience working with people with disabilities.
- Minimum of one year supervision experience
- Completion of Leadership Training Certificate or equivalent would be considered an asset
- A valid drivers license and access to a reliable vehicle

Specific Responsibilities

Advocacy:

Advocating for a persons rights, wants and choices in their every day life is a vital part of the position and reflects the Core Values of the organization. It is integral that we advocate for a persons medical choices, health and wellness, choice of daily activities and interests while ensuring they are provided the information to make informed decisions.

People Supported:

- Maintain an open relationship with all people supported in the home.
- Recognize and report concerns of abuse or neglect
- To offer support in all activities of daily living so they live as independently as possible in their community
- To help create opportunities for inclusion in all aspects of their community
- Work with Key Workers and Direct Support Professionals to provide quality home care and high quality of life for people supported.
- Maintain up to date Person Centered Plans and Financial Plans

Administration:

- Authorise expenditures within approved limits.
- Maintains budget guidelines and reports variances accordingly to agency policy.
- Prepare, authorize, and submit bi-weekly payroll
- Ensure that staffing patterns are being followed.
- Ensure overtime is authorized per agency policy.
- Ensure damages and maintenance issues are addressed in the home.
- Ensure monthly and year end reporting is accurate and complete
- Ensure all licensing requirements are met.
- Ensure the facility is safe, clean and well maintained.
- Maintain a level of professional conduct and positive relations with people supported, staff, board members, funding sources, government officials, professionals, and community members.
- Ensure that residents and staff live and work in a safe environment following all safety rules and regulations.



Staffing:

- Maintains competent and effective support team.
- Interpret, applies, and administers provisions of the collective agreement in the workplace.
- Interprets, applies and administers all VOI policies and procedures.
- Represents the employer in grievances and other matters arising from the collective agreement.
- Manages employee performance and conduct, maintains discipline and applies corrective actions in the workplace as required.
- Manages workplace schedules and authorizes hours of work and overtime to meet operational requirements.
- Recommends, advises upon and implements employees and labour relation strategies to meet workplace requirements.
- Responsibilities for hiring and terminating employees as required, in conjunction with HR.
- Provide support in case of crisis.
- Model appropriate interactions with individuals, families and friends and community
- Other Duties as assigned.

REPORTING RELATIONSHIPS:

Reports to: Senior Manager