



Position Title: Senior Manager
Agency: Visions of Independence Inc.
Posting Closing Date: until filled

Posted: May 31, 2024
Location: To be determined
Interviews/Selections: to follow if needed

Please direct all applications Human Resources by emailing hr@voimb.ca

Please include the posting ID **#2024-63**

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.

Position Summary

The Senior Manager (Program Support) is a middle management role that is intended to provide support and mentorship to Facility Managers and their teams. They are an experienced leader and mentor with a deep understanding and passion for all VOI values. This position does not report to one specific location, instead supports whichever department is in need at the time.

Qualifications and Requirements

- Must demonstrate strong commitment to VOI's values: Integrity, Communication, Team Work, Quality, and Community.
- Demonstrated understanding of person centered support
- Minimum one year experience at Visions, minimum two years' experience working with people with disabilities.
- Minimum of two years' leadership experience
- This position requires a great deal of flexibility and ability to adapt to frequent change.
- Ability to work independently and make decisions.
- Must hold a valid drivers licence and reliable vehicle as travel is required.
- A willingness to complete ongoing training and/or seminars

Specific Responsibilities

Advocating for a persons rights, wants and choices in their every day life is a vital part all position and reflect the Core Values of the organization. It is integral that we ensure all team members at VOI 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.

This position does not hold permanent responsibility for any one department. It has been created and specifically designed to support Directors of Services and Facility Managers in an effort to provide the best mentorship and leadership to departments and their teams as possible.

In times of crisis, management shortages or new managers, this position will be called upon due to its experience and expertise.

**People Supported:**

- Provide support in times of change, crisis or any other time they need or request it.
- Be an advocate to the people supported and ensure their voices are heard.
- Develop and maintain an open relationship with all individuals in the home.
- Recognize and report concerns of abuse or neglect.
- Reinforce community expectations, personal hygiene, meal preparation, grocery shopping, laundry and the care of the house and yard.
- Work with Key Workers and Direct Support Professionals to provide quality home care and high quality of life for the people supported.

Leadership and Training

- Provide training and mentorship to new and existing managers.
- Work side by side with KDSP's to ensure a solid understanding of advocacy
- Mentor all team members to ensure an understanding of all VOI values.
- Assists and mentors in the interpretation, application, and administration of the collective agreement in the workplace.
- Assists and mentors in the interpretation, application and administration of all VOI policies and procedures.
- Provides support and mentorship to Facility Managers in regards to employee concerns, performance issues and disciplines.
- Provide support in case of crisis.
- Model appropriate interactions with people supported, families and friends and community

Administration:

While this position will not hold direct responsibility for any one department, they may be called upon to cover for Facility Managers at any time. For this reason they may be required to:

- 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
- 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.

Additional duties and special projects

This position may be called upon in the event of special projects, corporate change implementation and any other events that a strong leader may be needed.

REPORTING RELATIONSHIPS:

Reports to: Director of Services