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POSTED: August 12th, 2022

POSITION: JOBID Number: MGM – RSM1

JOB POSTING

JOB TITLE: Residential Support Manager I

- **Permanent Position – To begin Approx. September 11th, 2022**
- 37.5 hours weekly - Schedule may vary based on operational needs.
- Pay Scale: \$46,917.00 - \$54,600.00

LOCATION: West Prince: O'Leary, Alberton, Tignish and area

All applicants are asked to apply in writing by emailing the HR Coordinator at:
rushellmacdonald@gmail.com

DEADLINE FOR APPLICATION: August 26th, 2022 @ 4pm

Job Title: Residential Support Manager I

The vision and goal of Community Inclusions Ltd. is to support the person with an intellectual disability in important life experiences including the following: Have a physical presence in the community; Being involved with community activities/groups; Having personal relationships and friends; Learning and developing skills and abilities; Making decisions – taking control; and being respected – having a good reputation.

POSITION:

- 37.5 Hours/wk as outlined in the Management Manual
- Salary as outlined in the Management Manual

ACCOUNTABILITY:

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Reports to: Residential Coordinator (Residential Service Manager), Community inclusions Ltd.

Works with: Executive Director, HR Coordinator, Office Manager, Community Service Manager, Employment Service Manager, Administrative Clerk and other Day Service’s staff.

Liases with: Department of Social Development and Housing; AccessAbility Supports; other Agencies/services, Associate/Families of Clients, and the public.

Supervises: Residential/Group Home Workers of various levels, project staff, students, and volunteers.

Job Overview:

The individuals who access the Community Inclusions programs are adults who may have wide ranging levels of care, who may require various levels of supports and services from low, moderate or full care.

This position is responsible for assisting to coordinate all aspects of the services provided to residents, including ensuring that their case plans address their individual strengths, needs, preferences, and circumstances; are consistent with Community Inclusion’s mandate, and are reviewed and updated on a regular basis.

The incumbent assists in providing support and direction to Community Inclusions Residential staff to ensure that they follow the agreed-upon service plans, receive the practical assistance they require and understand the services they have agreed to provide and comply with the agency's policies and procedures.

DUTIES:

- Work collaboratively with the Residential Coordinator to plan, develop, and implement standard programs and services that reflect the needs of Community Inclusions clients, staff, and the organization.
- Manage the following services including but are not limited to:
 - Support and advocate on behalf of the residential clients.
 - Case plan implementation and reporting; identifying short and long-term objectives.
 - Health/nutrition; individual finances; vocational programs.
- Assist the Residential Coordinator with the Associate Family Program; Provide regular support to associate families and the clients in their care by conducting regular in-home visitations and communication as necessary.
- Regularly connect with parents, caregivers, social workers, and healthcare professionals.
- Ensure the safety of clients under the organization’s care.
- Assist the Residential Coordinator in preparing monthly, quarterly, and annual reports for internal and external reporting purposes. Ensure activities and services are carried out within budgetary guidelines.
- Assisting with staff scheduling at the various residential locations.
- Be prepared to fill in for staff if all other options to fill a shift has been exhausted.

ADMINISTRATION and COMMUNICATIONS:

- Assist in maintaining vacation, sick and overtime records for residential staff.

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- Assist in the approval and completion of time and attendance for residential staff by ensuring adequate staffing needs are met. Schedule relief for vacant positions and various leaves.
- May sit in on various meetings in the absence of the Residential Coordinator when requested.
- Encourage ongoing opportunities for staff to participate in activities that will enhance their knowledge, skills, and abilities, including completing and providing instruction of the fundamental quality improvement initiatives applicable to all human services, such as MANDT.

HEALTH AND SAFETY:

- Support compliance with Occupational Health and Safety and other recommendations developed by the Occupational Health and Safety Committee (OHSC).
- Ability to maintain client records and write reports, using information technology resources.
- Must be willing to travel locally and possess good decision-making, time management and communication skills.
- Demonstrated organizational, staff and program management abilities.

PROFESSIONAL CONDUCT:

- Act as a role model for staff, providing coaching, supervision, guidance, feedback, and training.
- Demonstrate a commitment to professionalism and diligence in the performance of his or her duties.
- Shall not reveal any confidential information obtained during a professional engagement without proper authorization.

Required Knowledge, Skills and Abilities

1. Ability to prepare accurate and comprehensive written reports.
2. Demonstrated ability to develop strong collaborative relationships, work effectively as part of a team, use good judgment, manage conflicts constructively, work with a high degree of independence and be accountable for results.
3. Demonstrated proficiency in planning work and organizing its completion, working under pressure, coping with distractions, adapting to changing circumstances. Ability to deal with regular, routine tasks with limited supervision.
4. Demonstrated ability to develop supportive relationships with a range of individuals, and to be sensitive and understanding of their social realities and lifestyles.

Qualifications, Education and Experience

1. A certification in human services or a related discipline, combined with two (2) years recent experience working in programs with vulnerable adults, and their families/caregivers, preferably in residential, community care, licensed or foster home setting.
2. Managerial experience may be considered as an asset.
3. An equivalent combination of education(s) and experience may be considered.
4. Demonstrated proficiency in Microsoft Office, Excel and Outlook.

REQUIREMENTS:

1. Provide a satisfactory Criminal Vulnerable Sector Check.

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2. A valid Driver's License and a suitable driver's abstract obtained from the Department of Motor vehicles.
3. Two-million-dollar liability insurance.
4. CPR and First Aid Certifications.
5. Flexible work schedule based on 37.5 working hours per week. Hours to be determined by the Employer. Some weekends and evenings may apply depending on the operational needs.

Pay Scale: \$46,917.00 - \$54,600.00

Acknowledgement of receipt by Employee

I have read, I understand, and I agree with this job description. I also recognize that the job description can be changed at any time, by management, according to the needs of the business. I also understand that the employer can request a new signature, following modification of my job description.

Employee Signature: _____ Date: _____

Employer's Signature: _____ Date: _____

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