



Mission Association for Community Living

JOB POSTING – INTERNAL AND EXTERNAL

Date Posted: February 20, 2020

POSITION: **TEMPORARY FULL-TIME** **Competition #00022020A**

RESIDENTIAL SUPERVISOR

LOCATION: **As Assigned**

HOURS: **40 Hours per week, scheduled to meet program requirements**

- RATE OF PAY:**
- * As per BCGEU Collective Agreement
 - * This position may qualify for the MACL benefit's package
 - * This position requires union membership

JOB SUMMARY: This position oversees the day-to-day operations of Residential Programs, provides ongoing supervision of staff, ensuring compliance with MACL Policy and Procedure, Collective Agreement, CLBC, CARF and Licensing Acts, Regulations, and Worksafe BC Regulations.

- QUALIFICATIONS:**
- Diploma in a related human/social service field a minimum of 3 years' experience including 1 year in supervisory and administrative experience, preferably in a similar residence setting or an equivalent combination of education, training and experience
 - Proven ability to build and maintain effective and ethical relationships with persons served, families, colleagues, and other stakeholders
 - Proven ability to build and sustain trust through integrity, concern for others, consistent behaviour, follow through on commitments & open communication
 - Demonstrated ability listen, understand & respond effectively to other people from diverse backgrounds; includes a deep & complex understanding of others
 - Proven ability to develop people using mentoring, performance evaluation, feedback and coaching.
 - The ability and willingness to adapt to constant changing demands in work schedule and duties
 - Proven ability to analyse problems systematically, organize information, identify key factors, identify underlying causes and generate solutions
 - Demonstrated awareness of, and preference for, respect for MACL.
 - Effective written and verbal communication, including presentation skills
 - Warm personal nature
 - Good mental and physical health
 - Proficiency in Microsoft Word
 - Experience developing and implementing Individual Service Plans
 - Clear Criminal Record Check, valid Food Safe Certificate, Basic First Aid Certificate as approved by Community Care Licensing, Physician's Report and tuberculosis Risk Assessment, current Driver's Abstract, valid BC Class 4 Driver's License, PIC License

Use of own safe car with adequate auto insurance to cover the business purpose for which it is used (reimbursement may be available).

START DATE: TBA

DEADLINE: Please forward a completed application form with your current resume to:
ATTENTION: COMPETITION # 00022020A
 33345 Second Avenue Mission, BC V2V 1K4

CLOSING DATE/TIME March 5th, 2020 at 4:30pm

CURRENT SCHEDULE:

S	M	T	W	T	F	S	S	M	T	W	T	F	S
		8-4	8-4	8-4	9-5	9-5			10-6	1-9	1-9	1-9	9-5

This is the current schedule for this posting: as per the BCGEU Collective Agreement, article 15.5 changes to the schedule must be posted 14 days in advance of the beginning of the work schedule.

NOTE: This position is open to female applicants only due to operational requirements.

RESULTS: SUCCESSFUL APPLICANT _____ Actual start date _____

cc. ___ All internal applicants