



Job Description

MANAGER, RESIDENTIAL SERVICES

General Job Expectations:

These broad job expectations are consistent with those that apply to Community Support Workers employed by Kardel to work in group homes.

- to interact effectively with individuals supported both in the provision of direct care and in personal interactions.
- to support and promote the relationship of family and friends with each of the individuals that reside in the home.
- to support and promote a friendly and effective working relationship with other staff.
- to support and promote a friendly and effective working relationship with day program staff, CLBC representatives and other stakeholders.
- to contribute positively to staff meetings, special events (eg. home parties, resident vacations etc.)
- to avail self of additional relevant training according to personal needs and/or administrator recommendations.

Specific Job Requirements:

Personnel Management:

- responsible for orienting, training, scheduling, evaluating, supporting, disciplining and dismissing staff, and for maintaining all necessary documentation. Please note that all dismissals require administrative review prior to being carried out.
- to develop and maintain a cohesive team spirit and pleasant work environment.
- responsible for organizing staff meetings as necessary.
- responsible for keeping time sheets for staff hours and submitting all required payroll information to Finance and Administration department on a bi-weekly basis.

Kardel's mission is to help people with developmental disabilities have a good life and to respect their personal choices



- responsible for ensuring that staff maintain proficiency levels in First Aid, emergency procedures, and for recommending/approving additional staff training as appropriate.
- to be available to other managers and support workers for consultation regarding appropriate practice and philosophical orientation.
- to be knowledgeable about the provisions of the collective agreement and its appropriate application.

Persons Supported:

- have knowledge of each individual's daily patterns, preferences, and needs; ensure that decisions regarding residents reflect concern for safety, individuality, and quality of life.
- responsible for development and implementation of such behaviour management and skill acquisition programs for individuals as required through consultation with other team members, and to make use of additional professional consultation as appropriate.
- plan vacations for persons supported.
- responsible for clothing purchases
- to oversee the completion of Person Centred Plans, Individual Care Plans, and Physical Assistance Procedures

Liaison:

- manager is primary contact person for VIHA Licensing.
- to be primary contact person for CLBC representative.
- to be primary contact for families of residents and to encourage their input and participation.

Other Administrative Duties:

- order supplies as necessary.
- be responsible for all regular and periodic vehicle maintenance.
- be responsible for organizing regular and periodic home maintenance.
- be responsible for shopping for groceries and household supplies
- be responsible for Petty Cash account, and for resident's comforts and recreation accounts

Kardel's mission is to help people with developmental disabilities have a good life and to respect their personal choices



- primary contact and coordinate necessary information/ documentation to Ministry of Social Development and Poverty Reduction for persons supported funding requirements (medical equipment, health care products/aids to daily living).
- attend meetings of managers and administration
- responsible for adherence to Kardel Consulting Services policies and procedures

Hours of Work:

Hours of work are generally 0800 to 1600, Monday to Friday, although adjustments in the Manager's work schedule may be required from time to time in order to evaluate other shifts/effectively support and supervise staff members. It is also expected that occasionally the Manager will be required, outside regular working hours, to attend to matters relating to the operation of the home. This is considered to be included in the responsibilities of the Manager and reflected in the annual salary. No additional pay provision is made except as may be authorized for overtime as per Kardel policy.

Qualifications:

Education, Training and Experience:

Post secondary education in a related field

Two years previous work experience in an environment working with people with developmental disabilities is preferred.

Administrative and supervisory experience is required.

Will be required to meet the standards of the Community Care Facilities Act.

Job Skills and Abilities:

Good oral, written and interpersonal communication skills

Demonstrated leadership and management skills

Thorough understanding of the community based social service system

For transporting clients, a Class IV driver's license is required.

A First Aid certificate acceptable to licensing; Food Safe certification

Tuberculosis screening

I have read and agree to the above expectations:

Date _____

Signature _____

Printed Name _____

Kardel's mission is to help people with developmental disabilities have a good life and to respect their personal choices



Kardel's mission is to help people with developmental disabilities have a good life and to respect their personal choices