



Director of Services

AiMHi is searching for a talented, enthusiastic Director of Services for a senior management position. The ideal candidate will have relevant education and experience with a positive approach focusing on Person centered planning for persons supported along with the promotion of a positive and healthy work culture. AiMHi Provides managerial leadership that promotes a quality work environment while developing processes and procedures to ensure the effective and efficient delivery of high quality services, supports and programs that result in meaningful lives within the community for all persons served consistent with the organization's vision, mission, values and principles.

Mission Statement

AiMHi provides opportunities and supports to people who have special needs and their families. Our culture empowers all people, both those we support and those we employ to live their best lives at work, at home and in the community. Strong communities recognize and celebrate the value of all citizens.

Our Services include:

AiMHi is the largest Community Living Agency based in Prince George, Northern BC and has been serving our community since 1957!

- Provides individualized 24-hour support for children/youth and adults with a variety of specialized and/or complex needs. In our passion to improve lives and develop life skills, we encourage inclusion and participation through community, life skill coaching, career development and family supports.
- Community-based supports for adults with diverse abilities.
- Home-based and Home Share Programs for adults with diverse abilities
- Life skills development supports for both youth transitioning to adult services as well as adults with diverse abilities.
- Infant Development Program
- Outreach supports for youth and adults that are supported with life skills, self-help skills, employment, and more.

Details of the Position

- Full-time position available, with a weekly schedule of 40 hours per week, Monday through Friday
- Requires the full ability to perform on-call duties, which include weekends, statutory holidays and evenings.
- Weekend coverage

In These Roles You Will Be Responsible for:

Association:

- Plan, review, analyze, control and direct the provision of services for assigned departments, programs or projects.
- Comply with all relevant laws, rules, regulations and contracts including CARF, labour standards, the collective agreement, health and safety standards, municipal bylaws, privacy legislation, fire, protocols and guidelines.

- Directs long range planning for growth of existing services and makes recommendations and application for new areas of service delivery.
- Controls effective service delivery consistent with Agency mandate and mission, policies and procedures, legal, local and provincial legislation and regulations, contractual, financial and other requirements.

Service Delivery:

- Coordinates oversight of personal safety and well-being, including emotional, physical, and nutritional needs of people.
- Oversees managers for direct program planning and development
- Enforces compliance with Accreditation Standards.
- Enhances or expands quality of life by promoting and teaching philosophies and values, self-direction in decision making and promotion of healthy lifestyles, meaningful community involvement, and employment opportunities
- Determines appropriate advocacy is taken to achieve desired outcomes.
- Ensures the Association responds appropriately to emergent situations and health concerns
- Develops processes and procedures, including standards and controls, that are required to provide consistent services and supports that promote meaningful lives for people
- Reviews, analyzes and recommends new service areas, directs growth of existing services and makes application for new funding for additional projects, services or initiatives that is consistent with an analysis of new opportunities, emerging trends and best practices.
- Suggests improvement opportunities to AiMHi performance through the development of new and the application of current direct care policies processes and programs.

Risk Management and Mitigation:

- Monitors and reports on the progress and effectiveness of the implementation of the accreditation standards as well as external compliance requirements.
- Examines internal planning and improvement processes giving insight as to trends, variances and anomalies.
- Reviews and monitors the funder's requirements and other regulatory standards necessary to maintain organizational compliance.
- Provides insight and recommendations into reports, policy and procedural improvements by identifying key variances, anomalies and issues to the Director/officer/designate in order to mitigate risks.
- Implements controls for fire, safe and health conditions as per standards.
- Knowledge of WorkSafeBC standards to maintain safe worksites.
- Implements and contributes to AiMHi Health and Safety Program.

Financial:

- Monitors Managers to ensure effective monitoring of finances of people receiving service are properly recorded and kept safeguarded.
- Ensures accurate and timely internal financial expenditures and reporting are complete as per financial guidelines and policies.
- Develops recommends and monitors approved department annual budgets and responds to financial contractual obligations.
- Payroll and Accounts: Implements designated controls including accurate completion and oversight of payroll requirements.

T: (250) 564-6408

950 Kerry Street Prince George, BC V2M 5A3

- Follow procedures in place that protect the fiscal interests of persons receiving services in accordance with regulating bodies, association philosophy, and accounting processes.

Qualifications:

Typical Education, Training and Experience:

- Completion of a university degree or college diploma in a social services related field, a Developmental Disabilities Certificate, or demonstrated competency based on a combination of education and experience.
- University degree in a discipline relevant to the requirements of the Association: Business Administration, Human Resources, Social Services, or demonstrated competency in operations management, financial management, strategic planning, facilitating and dispute resolution or through a combination of education and experience.
- Three to five years of progressively more responsible program management experience preferably in the community social services sector, with a demonstrated in-depth working knowledge of specific community based programs and services, applicable legislation and policies, and issues surrounding assigned community relations.

As An Ideal Candidate You Possess

- A degree in one of the humanities, social sciences or related field
- 3-5 years leadership experience in the social services field
- Other combinations of education and experience may be considered
- Must have experience with financial and human resource management
- Current WCB Occupational First Aid, Level 1 and CPR certificates required
- Strong conflict resolution, mediation and crisis prevention and intervention techniques
- Experience with trauma informed practices
- Valid Class 5 BC Driver's License and clean driver's abstract
- Compliance with provincial/legislated communicable disease/health orders
- Successful applicant may be required to participate in MCFD screening

Applicants will be required to provide three (3) professional references

Our Employees Enjoy

- A fair and equitable wage.
- Group Benefit Plan
- Programming that meets current best practices.
- Innovation that sets and defines new standards of care.
- An empowering balance of independence and supervision.
- World-class staff training and personal development
- Starting wage: \$102,086.40

Is this the opportunity you've been looking for?

If so, please apply by sending your resume to recruitment@aimhi.ca with your name and the job reference code in the subject line of the email