



## Competition Number: Manager 03

**Location:** AiMHi Main Office 950 Kerry Street **Closing Date:** Open Until Filled

**Position Type:** Regular - Full Time

**Salary:** Starting \$76,419.20 to \$81,993.60

AiMHi is the north's largest Community Living Agency and has been serving our community since 1957!

We have 470+ dedicated, hard-working and caring employees that provide support, advocacy and services to people with developmental disabilities and children with special needs.

**Are you interested in a challenging and rewarding career in Management?**

**AiMHi is HIRING a Full Time Manager for Direct Care Services - Prince George, BC.**

### **What are the required values and role of the Manager?**

- Ensure people have good lives based on their own personal choices!
- Willingness to go the extra mile
- Provide managerial leadership to 8-25 employees – Develop a great team! Be a great leader!
- Ensure people have good, safe homes to live in!
- Increases or expands the 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, ensuring advocacy is effective where required to achieve desired outcomes.
- Provide oversight to 1-3 departments that will provide diverse services to persons

### **What do you do? Manager provide oversight in the following areas:**

- Response to critical incidents, which includes: taking charge of the situation, providing quick concise decisions and direction, working with the professionals involved, and attend the RCMP /hospital /professional intervention, if required
- Function independently, frequently under pressure, responding to crisis issues on an on call basis is critical; managing multiple concurrent projects and deadlines, including resolving and effectively managing stressful emergency or crisis situations, ability to apply tact, discretion with sound judgment
- Maintains ongoing communication with families or personal networks
- Oversees and directs Person Centered planning skill and development
- Oversees adherence to policies and procedures
- Risk management and mitigation
- Oversee systems to ensure effective monitoring of finances are properly recorded and kept safeguarded
- Ensures accurate and timely internal financial expenditures and reporting are complete as per financial guidelines and policies
- Ensure employees are trained and qualified to do the very important work that AiMHi offers

## What we are looking for? What do you need?

- Relevant management experience
- We need you to be self-motivated and work independently
- Conflict resolution techniques and experience with crisis intervention
- Organizational skills, team leadership and the ability to facilitate team dynamics – Be a great leader!
- Ability to demonstrate excellent oral and written communication skills
- A reliable personal vehicle with business insurance
- Class 4 BC Drivers' License or the ability to obtain a Class 4 License within 3 months of being hired
- CPR and First Aid Certification and the ability to meet all other employment requirements (e.g.: Criminal Record Search, Clear Health Certificate, BC Drivers' Abstract)
- Demonstrate a willingness to be flexible, versatile and /or tolerant in a changing work environment
- Understand ethical behaviour and business practices, and ensure that own behaviour and behaviour of others is consistent with these standards and aligns with the values of the organization
- Establish and maintain positive working relationship with others, both internally and externally, to achieve the goals of the association

## Typical Education, Training and Experience:

- Completion of a university degree or college diploma in a social service related field, a Developmental Disabilities Certificate, or demonstrated competency based on 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

**We offer a competitive salary with an excellent benefit package and provide our management team with ongoing professional development**

To learn more about AiMHi applicants are encouraged to visit our website [www.aimhi.ca](http://www.aimhi.ca)

Please apply by sending your current resume and cover letter to [recruitment@aimhi.ca](mailto:recruitment@aimhi.ca) citing the **competition # Manager 03**

We thank all applicants for your interest; however, only short listed candidates will be contacted.

***“The Provincial Health Officer (PHO) has issued an Order requiring employees of AiMHI to confirm that they are fully vaccinated against COVID 19, or have an exemption, by January 14, 2022.”***

**How to apply:**

Go to <https://aimhi.ca/work-with-us/> look for **Manager 03** link then click on “APPLY NOW” button. Or:

**Submit letter of application with your current resume to:**

**recruitment@aimhi.ca or AiMHi - 950 Kerry Street, Prince George, BC, V2M 5A3**