

# SMITHERS

## Competition Number: Manager 02



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

**Position Type:** Temporary - Full Time (1 year duration)

**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 - Smithers, 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 02**

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

## How to apply:

Go to <https://aimhi.ca/work-with-us/> look for **Manager 02** 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**