

Job Posting

#22.04 SITE SUPERVISOR

New Roads

This posting is open to all qualified applicants.

Our Place Society (OPS) is an organization founded on progressive Christian values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcomed. **A team approach is critical to living out our mission and values and to directing our work.**

Position Overview:

Reporting to the Director of New Roads Therapeutic Recovery Community, the New Roads Site Supervisor will be responsible for the day-to-day operational requirements of the New Roads facility.

Duties:

- Create a safe, welcoming, and calming environment for the residents entering our facility. Stay observant of the environment and provide calming intervention as required to ensure the safety of everyone and policies are being respected.
- Work with Team Leads to ensure appropriate staff coverage at the Centre
- Ensure that appropriate medication delivery training occurs regularly
- Liaison with the pharmacy as necessary regarding resident payments and medication in general
- Ensure that the Support Staff receive the mandatory training as well as training for medication delivery as necessary
- Provide guidance to the Shift Supervisors (Team Leads) on staffing issues such as performance evaluations, scheduling, statistics, payroll and other admin tasks.
- Report all critical incidents to the Director of New Roads (TRC).
- Liaise with other areas of OPS and agency sectors as necessary.
- Liaise and ensure good relationships with local partner agencies.
- Work with Director on annual budgeting of New Roads.
- Attend and represent OPS at any community meetings regarding the sites.
- Chair the Joint Occupational Health and Safety Committee monthly meetings.
- Collaborate with Team Leads/Intake and Discharge Worker/Director in program evaluation and program development.

- Provide first response to crisis intervention as required. Communicate with Team Lead, Director and team members and work alongside them to deescalate and resolve situations. Ensure all incidents, observations, and unsafe conditions are being reported through the proper channels.
- Provide Supervision/direction to all Team Leads in conjunction with the Director. Direct Team Leads with the planning of onboarding and training new staff.
- Acts as an advocate on behalf of residents, working for rightful justice and fair treatment, taking appropriate action to assist. Working with residents to build life skills and move toward full recovery.
- Maintain a professional yet compassionate relationship with residents.
- Participate in community activities such as: morning/evening meetings, celebrations, encounters, mediations, house meetings and leadership meetings.
- Lead and participate in staff meetings as necessary as well as meetings with residents
- Participate in clinical meetings as needed and liaison between support workers and the clinical team as necessary

Qualifications:

Education and Experience:

- Any post-secondary education is an asset with preference in the human and social services field in a Degree, Diploma or Certificate program such as: BSW, Mental Health Worker, Community Health Worker, Mental Health and Addiction Worker and Social Services Worker.
- Equivalent experience in the community social services sector with working knowledge of community support agencies and resources will be considered.
- Knowledge of current social issues related to homelessness, mental illness and drug addiction is essential.
- Thorough knowledge of case management regarding implementation, responsibilities, and integrating applications.

Skills and Abilities:

- Supervisory experience is required
- Experience working with marginalized populations is essential
- Experience in working within the addictions field and within recovery programs
- Strong understanding of the Therapeutic Community Program
- Proficient in Excel, Outlook, and Word.
- A clear understanding of Statistical Terms and Concepts.
- Comprehensive knowledge in revising program Policies and Procedures.
- Skilled in problem solving and demonstrates strong analytical abilities.
- Strong ability to foster an environment for employee/ resident engagement.
- Familiarity with related resources and other services, such as welfare system, addiction and mental health support agencies.
- Demonstrated ability to work with challenging behavior and stressful situations.
- Demonstrated ability to apply safe work procedures.
- Non-Violent Crisis Intervention training and First Aid Certification an asset.
- Naloxone training an asset.



Hope and Belonging

- Flexible and tolerant attitude to diverse cultures.
- Ability to work independently.
- Ability to communicate effectively with clients and co-workers both verbally and in writing.
- Effective personal boundary setting skills with both clients and co-workers.
- Demonstrated problem solving skills.
- Strong multi-tasking skills.

Working Conditions:

Shifts: Full Time, Day Shifts, 40 hours per week. May be required to work some after hours and weekends.

Compensation: \$27.18 - \$33.46 per hour. Plus 3 weeks' vacation.

Benefits: Excellent full employer paid benefits after successful completion of 3 months of full-time employment.

Employment is subject to a satisfactory criminal record check for vulnerable adults.

How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience and qualifications by 4:30 p.m. Monday, January 24, 2022 to careers@ourplacesociety.com or to Our Place Society, Attention Marion Hoadley, HR Director, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote "File #22.04 Site Supervisor" in the subject line.

Please note: All applications must have a cover letter to be considered.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.