



## Facility Manager Winnipeg Day Program 2019

**OVERALL RESPONSIBILITY:** The Day Program Facility Manager is responsible for the overall operation, service, delivery and leadership of the day program. This is a one-year term position.

### Qualifications and Requirements

- Must demonstrate commitment to VOI's values:
  - We are open and respectful
  - We are transparent
  - We value people's strengths, abilities, and knowledge
  - We think outside the box
  - We value people's experiences and perspective
- Valid driver's license with access to a reliable vehicle
- Minimum 2 years' experience working with people with disabilities
- Experience with MS Office and Office365 (Word, Excel, Outlook, SharePoint)
- Ability to utilize resources to build community relations and boost involvement
- Day program experience is considered an asset
- Program development experience is considered an asset
- Managerial experience is considered an asset
- Willingness to attend Protections, Vulnerable Person's Act, and Supervision seminars upon hire
- Willingness to obtain and maintain Class 4 license upon hire

### Specific Responsibilities

#### People Supported:

- Ensure the facility is safe, clean and well maintained
- Maintain an open relationship with day program attendees
- Recognize and report concerns of abuse or neglect
- Reinforce community expectations, personal hygiene, meal preparation, and the care of the day program area
- Work with Key Workers and Direct Support Professionals to provide quality support and high quality of life for the people supported
- Work with people to identify and facilitate individualized community-based opportunities as per their preferences
- Develop the program by representing VOI at various events including those targeted at people transitioning from high school

#### Administration:

- Authorise expenditures within approved limits
- Maintains budget guidelines and reports variances accordingly to agency policy
- Prepare, authorize, and submit bi-weekly payroll electronically using in-house management software
- Ensure that staffing patterns are being followed
- Ensure overtime is authorized per agency policy
- Ensure damages and maintenance issues are addressed in the day program



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- Ensure monthly and year end reporting is accurate and complete
- Maintain a level of professional conduct and positive relations with the people supported, staff, board members, funding sources, government officials, professionals, and community members
- Ensure that the people supported and staff work in a safe environment following all safety rules and regulations

### Staffing:

- Maintains competent and effective support team
- Interpret, applies, and administers provisions of the collective agreement in the workplace
- Interprets, applies and administers all VOI policies and procedures
- Represents the employer in grievances and other matters arising from the collective agreement
- Manages employee performance and conduct, maintains discipline and applies corrective actions in the workplace as required
- Manages workplace schedules and authorizes hours of work and overtime to meet operational requirements
- Recommends, advises upon and implements employees and labour relation strategies to meet workplace requirements
- Responsibilities for hiring and terminating employees as required, in conjunction with HR
- Provide support in case of crisis
- Model appropriate interactions with individuals, families and friends and community
- Other duties as assigned

### **REPORTING RELATIONSHIPS:**

Reports to: Director of Services

*This position is subject to a Criminal Record Check, including Vulnerable Sector Search, Child Abuse Registry and an Adult Abuse Registry Check.*