



Full-time Employment Opportunity: Program Manager – El'dad Residential 2 Program

- **Immediately Hiring**
- **75 hours' biweekly**
- **Working in Southeast Manitoba (Steinbach/ Mitchell area)**

Initiatives for Just Communities (IJC) is a non-profit, charitable organization that operates four community justice programs: El'dad Ranch, Touchstone, Open Circle, and CoSA. These programs support people with intellectual disabilities, Fetal Alcohol Spectrum Disorder (FASD), and those who are currently, or have been previously, incarcerated. IJC is committed to restorative justice practices, which honour the community and foster a sense of belonging.

IJC supports many Indigenous and culturally diverse participants. As an organization, we acknowledge our need to strive toward a workforce that is a fairer representation of the communities we serve. We value diversity and aim to foster an inclusive work culture where everyone's contributions and personal development matter.

El'dad supports adults with intellectual challenges by building on their strengths, recognizing their worth, and honouring their ability to make informed choices and achieve personal growth. With over 100 employees and growing. It is a place with opportunities to contribute and develop within the organization, make connections, and experience the feeling of satisfaction from accomplishing something worthwhile. El'dad Ranch is a place to work with purpose and make a positive difference in another person's life.

El'dad Ranch Residential Program provides 24-hours supports to adults living with intellectual challenges.

Program Managers plan, organize, direct, control and evaluate the programs and activities.

Reports to: Associate Operational Director

Responsibilities:

- Oversee all aspects of the Residential Program and ensure policies and procedures are being followed;
- Provide leadership, guidance, training and develop the residential coordinator team;
- Interview Coordinators and DSWs whenever hiring new staff for Residential Programs;
- Ensuring appropriate and consistent scheduling across the program;
- Approving timesheets from program coordinators and reviewing timesheets from DSWs;
- Manage Residential Programs for Licensing;
- Licensing new homes;
- Financial oversight of the programs;
- Control the expenses relating to monthly funding, maintaining expenses within Residential Program's budget;
- Support the Residential Case Manager in ensuring support plans are being implemented;

Other Duties:

- Ensure all the homes meet licensing requirements and are continuing to meet requirements;
- Ensure annual reviews are occurring;
- Communicating with outside agencies such as EIA, CSWs, and Probation officers;
- Read and follow up on all incident reports;
- Ensuring there is someone providing support to the residents at all times;
- Submitting bills and authorizing expenses for their program within the management limit;
- Support coordinators on overseeing resident's finances if they have a PT/SDM or the CSW feel they are unable to manage funds;
- Submitting expense reports and comparing the expenses with the current funding;
- Other duties as assigned by the Operational Associate Director
- Be available for the on-call phone rotation;

Qualifications:

- Must be able to support, communicate and implement the IJC mission and vision throughout programs.



- Critical thinking and creative problem-solving skills.
- Ability to work collaborative and respectfully and provide direction to a diverse team.
- Ability to work collaboratively with individuals and systems representing a wide range of cultures, ideals, values, and belief systems.
- Strong planning and organizational skills.
- Ability to assess risk and set safe & appropriate boundaries.
- Ability to handle work-related stress.
- Ability to exercise patience and flexibility.

Expectations:

- Maintain program participant and program confidentiality at all times.
- Follow, articulate and enforce IJC policy and procedure at all times.
- Recognize the interaction of one's own personal values, religion, and culture in the attempt to provide respectful, dignity-enhancing support for program participants.
- Build and maintain a professional therapeutic relationship with program participants.
- Build and maintain a professional supportive relationship with program staff under their supervision.
- To have patience and flexibility with the participant's long-term planning

Assets:

- Degree in a social science or administrative discipline and several years of experience in a related occupation, such as a community and social service worker;
- Understanding of the issues and challenges associated with intellectual disabilities and FASD.
- Good understanding of residential licensing
- Strong desire to work with people who live with intellectual disabilities

Required Skills:

- Valid Class 5 driver's license and driver's abstract;
- Complete a criminal record check, with a vulnerable sector check and an adult abuse registry check;
- Excellent communication skills, both interpersonal and written.
- Intermediate computer skills, including Microsoft Office;

Assets:

- Three years or more of post-secondary education in a related social services field or the equivalent in work experience;
- Understanding of the issues and challenges associated with intellectual disabilities and FASD;
- Strong desire to work with people who live with intellectual disabilities;

Terms:

- **Hourly wage between \$20.17 to \$23.95**
- There will be a three-month probationary period based on accumulated FTE

Benefits include:

- IJC group benefits package after the probation period.
- Employee and Family Assistance Services
- Paid Sick Leave

Apply by email to resumes@initiativesjc.org.

Application due date: November 21, 2022 or as soon as the position is filled.