

PATHWAYS ABILITIES SOCIETY

JOB DESCRIPTION

JOB TITLE: MANAGEMENT

Reports To: Executive Director

Job Summary

Under the direction of the executive director or designate leads and manages their specific assigned area. Ensures quality services and adapts to meet the specific individual's service requests.

Key Duties and Responsibilities

1. Has a solid philosophical belief in community inclusion. See the person before the diverse-ability.
2. Maintain knowledge and awareness of community services, resources, self-advocacy, the community living movement and diverse-abilities.
3. Read, review, adhere and refer to agency policies and procedures in ShareVision. Provide input into policy and procedure development.
4. Participate and provide input into goal setting and service planning. Implement and oversee achieving results.
5. Ensure goals are proactively developed and worked on.
6. Evaluate individual's needs and develop plans with the support team and the active participation of the individual, their families/caregivers, coworkers and the supervisor. Adhere to terms, duties and responsibilities in contract(s).
7. Oversee all facets of the needs of the people we support.
8. Participate and/or coordinated agency/ service area staff meeting and professional development.
9. Comply with the reporting requirements and apply as outlined in the contract(s), individual service plans (ISP), protocols and community support needs.
10. Display a positive disposition, maintaining composure under pressure.
11. Separate personal and professional responsibilities.
12. Oversee and manage the operations of assigned service areas as outlined in Specific Job Responsibilities.
13. Participate in area hiring, rostering, and replacing employees as per the collective agreement.
14. Motivate, inspire, train, direct, counsel and support staff and volunteers. Provide employee and volunteer performance feedback and follow-up in accordance with Labour Standards and the collective agreement.
15. Participate in labour relations issues related to discipline, grievance resolution, arbitration, discharge, and contract negotiations. Document and participate in follow-up, informing the executive director and the people and culture manager or designate.
16. Support employees and volunteers to perform their duties consistent with the society's mission, vision, values, Code of Conduct and Code of Ethics.
17. Supervise expenditures within policies and procedures and make recommendations.
18. Safeguard the property of the people we support and the society.

19. Participate in organizational planning and service development and serve on committees that impact services.
20. If delegated, carry out the duties of the executive director or managers in their absence, and provide relief and replacement of colleagues as required.
21. Communicate changes in routine or schedule to the executive director or designate.
22. Maintain a clean, neat, safe, and organized worksite and/or area.
23. Work with/without supervision in a collaborative, cooperative and effective manner with the people we support, the leadership team, tenants, staff, volunteers, families, caregivers, funders and community members.
24. Is reliable, punctual and prepared to commence work or meetings at the scheduled time. Sets an example.
25. Manage time effectively. Prioritize job duties based on the agency and specific area requirements.
26. Perform other related duties as required.

Administration

1. Understand and carry out instructions in written, oral, or diagram form.
2. Maintain a comprehensive understanding of the most recent Collective Agreement, CARF Standards, Employment Standards, labour market information, Work Safe BC and external regulations and contracts. Complete the administrative requirements to remain compliant.
3. Develop and maintain the systems and forms required to track and produce data in compliance with CARF standards, service quality and accurate record keeping.
4. Ensure specific area, general administrative, and individual records are carefully and accurately completed and maintained in paper and electronic form. Ensure standard systems are being utilized and updated by the leadership team.
5. Complete the specific responsibilities outlined in the Pathways ShareVision monthly to-do list and other job responsibilities and duties by the assigned date.
6. Read and adhere to safety rules, operating and maintenance instructions, and procedure manuals.

Qualifications: Education, Training and Experience

1. Minimum diploma or equivalent certification in a college or university level training program related to management and human services.
2. Minimum five years in a related field, at least one of which is direct experience working with adults with diverse-abilities and three years of direct experience managing employees in a unionized human service setting.
3. Management experience, including but not limited to direction, instruction, active listening, motivation, planning, organizing, supervision and employee engagement.
4. Skilled in administration, computer proficiency, internet literacy, documentation, data collection, observation, and reporting.

An equivalent combination of education, training and experience may be considered.

Employment Requirements

1. Valid class 5 BC driver's license and satisfactory driver's abstract.
2. Daily use of a safe vehicle with business class insurance coverage.
3. Record of COVID vaccinations.

4. Satisfactory Criminal Records check.
5. A signed physician's declaration stating you are mentally and physically competent and that you are capable of performing the requirements of a management role.
*Declaration must be signed by a doctor that has known the employee for a minimum of two years.
6. Will be expected to take advantage of upgrading opportunities.
7. Adapt to frequent changes and flexible hours.
8. Respond to emergencies as required.
9. Participate in rotating on-call duties.
10. Specific Management Job Description or responsibilities:

Responsibility	Initial	Responsibility	Initial
LPN Job Description		Manage Volunteers	
Home Share Coordination Manager Job Description		Manage property maintenance and repairs at their location	
Service Manager		Manage CARF Accreditation	
People and Culture Job Description		Manage Quality Assurance	
Building Manager Job Description		Manage Behavioral Support	
Finance Manager Job Description		Manage Occupation Health and Safety	
Executive Director Job Description		Manage ShareVision	
Manage Employment		Privacy Officer	

I have read and understand the above job requirements and responsibilities and agree to carry them out in my role as a manager.

Name: _____ Signature: _____

Date: _____