



## Port Alberni Association for Community Living

### Organizational Overview

The Port Alberni Association for Community Living (PAACL) is a registered non-profit society that provides quality programs and services for individuals with developmental or intellectual disabilities who require extra support to participate as valued citizens in their community.

### Position Overview

PAACL is inviting applications for a Residential Manager. This is an excluded temporary (July 2022 to September 2023) full time position 37.5 hours per week offering a competitive salary with a superior benefit package.

The Residential Manager is responsible for all aspects of the licensed program, including planning and evaluation, budgeting, health and safety, human resources, ensuring adherence to licensing regulations, agency standards, guidelines, policies and procedures.

### Qualifications

- Degree in Social Work, Psychology or Sociology or combination of education and experience
- Courses in management and leadership from a recognized provider
- Training in the area of program planning and personal health management
- Training in personal health management

### Experience

- Minimum five years working with people with developmental disabilities
- Two years of prior staff management experience
- One year of experience working with union issues
- One year of experience in assessment, program design, evaluation and planning
- Experience working in a residential care facility

### Technical Skills

- Excellent organizational, time management, general management, and planning skills.
- Proficiency in Microsoft office programs
- Excellent oral and written communication skills

### Additional Information and Requirements

- The Residential Manager will also meet with a Community Care Licensing Officer for an Assessment of Suitability Interview; demonstrating knowledge and understanding of the legislation, Community Care and Assisted Living Act and Residential Licensing Regulations
- Successful Criminal Record Search
- Immunizations as per Public Health Orders and Community Care Licensing
- Valid WCB approved First Aid Certificate
- Valid Class 5 B.C. Driver's license
- Use of personal vehicle

For more information about the Port Alberni Association for Community Living please visit our website [www.paacl.ca](http://www.paacl.ca)

**Please send a cover letter and resume to:**

**[jobpostingapplication@paacl.ca](mailto:jobpostingapplication@paacl.ca)**

**or Attn.: Amanda Dawes, Human Resources  
Port Alberni Association for Community Living  
3008 2nd Ave., Port Alberni, B.C. V9Y 1Y9**

PAACL thanks all applicants for their interest however only those selected for an interview will be contacted.