



VERNON AND DISTRICT ASSOCIATION FOR COMMUNITY LIVING

4240 Alexis Park Drive, Vernon, BC V1T 6H3
Ph: 250 542-2374 Fax: 250 542-2140 Email: info@vdacl.ca

Vernon and District Association for Community Living invites applications for the following position:

MANAGER OF OPERATIONS

As a member of the VDACL Senior Management Team, the Manager of operations is responsible for planning, organizing, directing and administering the activities and operations of VDACL's licensed facilities. Reporting to the Executive Director, the successful candidate will:

- Schedule, supervise and evaluate supervisors and staff while overseeing the daily operations of 9 work programs including Venture Woodwork, E-waste/recycling, Cycle Cycle, Lunch Program, Supported Work Crews, Venture Bottle Depot, RDNO Styrofoam Recycling, Venture Yard Crew and Community 1:1
- Direct and coordinate activities concerned with the production, pricing, sales and distribution of products and services sold within the programs
- Maintain current contractual obligations
- Monitor, authorize and allocate expenditures within the operating budget for the year
- Review financial statements with director of finance to develop sales and activity reports and other performance data to measure productivity and goal achievement and to determine areas needing cost reviews or program improvement.
- Liaise with funders, contractors, community services and staff in order to prepare financial and service reports as required
- Manage Program Referrals as necessary
- Ensure programs function effectively to meet the needs of clients and all staff work in accordance with CLBC funding contractual obligations, VDACL policies and procedures, CARF Accreditation Standards and all relevant Acts and Regulations including the Community Care and Assisted Living Act (CCALA) and the Residential Care Regulations (RCR) where applicable
- Provide leadership within the community on behalf of the Agency regarding community living initiatives

QUALIFICATIONS:

- University degree in a related field with a minimum 5 years' direct experience in a supervisory/leadership capacity in the community living field or a combination of relevant education and experience
- Business experience an asset – Preference will be given to business minded applicants
- Skilled in interpreting and implementing accreditation standards
- Experience in organizational development, and establishing productive, collaborative working relationships with community partners and funders

This is a management position with a competitive salary and benefits package with opportunities for professional development.

CLOSING DATE: April 13, 2018 at 2:00 pm

Submit current resume with cover letter, clearly outlining experience as it pertains to outlined qualifications, duties and requirements, in confidence, to:

Janet Hackman, Manager of Human Resources at jhackman@vdacl.ca or by mail to 4240 Alexis Park Drive, Vernon, B.C. V1T 6H3