

Employment Opportunity

Position: Residential Assistant Manager
Residence: Heavy Level care
Hours: 80 hours bi-weekly

Blue Sky Opportunities is looking for a dynamic individual, with strong organizational and leadership ability to assist the Manager of the level 5-care residence. The successful applicant will be responsible to the Manager in assisting with the daily needs of each individual, as well as effectively supporting the manager in dealing with staff and the residence. This is a permanent full time position with a cost shared benefit package.

This position also requires the successful applicant meet not only the expectations set out by Blue Sky Opportunities but also other governing bodies to include Residential Care Licensing, Department of Family Services, the Fire Commissioners Office and to work with the Community Service Worker, Public Trustee/SDM and family members.

Qualifications:

- Minimum grade 12 preferred
- 18 years of age or older
- Clean Criminal Record, Child Abuse and Adult Abuse Registry
- Positive attitude and outlook
- Previous residential and management experience an asset
- Excellent organizational skills
- Ability to support decisions made by Management team
- Understanding and implementation of the Vulnerable Persons Act
- The ability to provide strong leadership, mentoring and guiding of staff
- Excellent administrative skills
- Proven computer ability in Microsoft Word and Excel
- Excellent communication skills, both oral & written as well as Sign Language
- An understanding of accounting principles to handle finances for the residents
- Ability to adapt to change and work independently as well as part of a team
- A valid driver's license and expected to attain class 4 within three months of hire
- Access to a vehicle
- On call required
- Ability to work shifts if required that are not regularly scheduled
- Good problem solving skills

Please forward your resume in confidence to Human Resources at hr@blueskyop.com. A job description is available upon request.

Only those considered for an interview will be contacted.