

## **JOB POSTING: Safe Beds Program Manager**

**Position:** Permanent, Full-Time.

**Start Date:** ASAP

**Hours:** Monday – Friday, 35 hours per week. Must be flexible to provide occasional coverage during evenings / weekends.

**Compensation:** \$80k to \$85k, including health / dental, pension, disability insurance, paid vacation / personal days, relocation assistance/ interim housing

### **Summary:**

The Safe Beds Program provides residential support to persons who are in mental health and / or addiction crisis and in contact with the police and / or Mobile Crisis Teams. This is a brand new program to the communities of Red Lake / Ear Falls and we are recruiting for a Program Manager who is excited about the benefit that the Safe Beds Program will bring to our community!

Working under the direction of the Director of Community Programs, the Program Manager will be responsible for the development, implementation, operation, and ongoing evaluation of the Safe Beds Program. The Program Manager provides administrative supervision to the MHA Therapist and Residential Support Workers. The Program Manager works to enhance the dignity and quality of life of the residents, visitors, and staff by providing support and coaching to enable provision of excellent support, treatment, and care. The Program Manager fosters an environment of respect and dignity for residents and staff.

### **Qualifications:**

- College diploma or University degree in a relevant field, ie. Social Work / Social Services, Healthcare, Occupational Therapy, Psychology, Corrections, etc.
- Supervisory experience required.
- Knowledge of the Mental Health Act, and the Ontario Human Rights Code.
- Must be client focused with the ability to foster an environment of respect and dignity for residents / program participants.
- Access to own vehicle and a valid Ontario Driver's License.

### **Position Responsibilities:**

- Oversees the day-to-day operations of the Safe Beds Program and workers. Develops, implements and maintains staffing schedules.
- Provides administrative supervision, support and direction to the assigned workers.
- Assists in resident care including accepting referrals, completing intakes, monitoring and working individually and in group settings with residents of the Safe Bed Program.
- Ensures that care and service delivery is of high quality.
- Assists with crisis intervention, as needed.
- Ensures that the program and staff are compliant with all policies, procedures and applicable legislation.
- Builds and maintains a cohesive Safe Bed Team that includes regular team meetings and education.
- Represents the Safe Bed Program in the community and develops and maintains strong partnerships and linkages with other organizations.
- Contributes to the organization's activities to collect, analyze and report on data, and participate in research.
- Applies a client centered, non-judgmental approach to providing services.

*For a complete list of responsibilities, please refer to the attached job description, JD-SB-01.*

Please submit cover letter and resume to Simranpreet Kaur at [jobs@redlakehospital.ca](mailto:jobs@redlakehospital.ca)