**Group Home Supervisor - Children's Program**

**Job description**

VRS Communities has been creating housing solutions and services for clients in British Columbia for almost 50 years. Our story is one rooted in integrity, perseverance and inspiration. Beginning our journey as a non-profit serving person with disabilities, we now proudly serve thousands of individuals throughout the province including seniors and families. At VRS we believe in building communities where everyone experiences belonging, growth and independence. A non-profit with a true business model, we answer to you not shareholders. Our clients will always come first, above all else, and continue to be our purpose and investment to this important work.

**Job Summary:**

Reporting to the Director of Client Services the Site Supervisor is responsible for the development, coordination and evaluation of all activities relating to the day-to-day care of our clients. Responsibilities include functioning as part of the management team in relation to supervision of staff, liaison/communication with clients, client families, associated health care agencies, our funders (MCFD) as well as the organization and supervision of the daily operation of the site.

**Key Duties and Responsibilities:**

1. Develops, implements, controls and evaluates the site's goals and objectives. Ensures compliance of the Society’s policies and procedures and that required standards are maintained.

2. Co-ordinates the administration of the site, developing organizational systems to reflect the site’s role.

3. Develops necessary documentation and reporting systems to maintain accurate records and communication for the site.

4. Maintains budget control by implementing the management policies and procedures of purchasing, ordering, stock, inventory control and petty cash.

5. Observes and reports any changes or concerns in a client’s behaviour or medical problems to the Registered Nurse or Director of Client Services.

6. Interviews, trains, supervise, evaluate and disciplines staff. Defines duties, organizes workloads and arranges staffing to ensure adequate operation of the house.

7. Provides reports/meeting minutes to Director of Client Services and CQI goals and objectives.

8. Assists clients with the activities of daily living including the physical, social, emotional, intellectual, spiritual and cultural needs and interest.

9. Ensures clients’ right of privacy and confidentiality are maintained. Ensures that proper security procedures are followed in the handling and storage of any confidential material.

10. Participates as a member of the management team by attending meetings, supporting continuous quality improvement objectives, and serving on Committees as required.

11. Attends approved work-related conferences and seminars to promote and maintain professional development.

12. Conducts staff meetings and in-services and attends continuing education programs.

13. Ensures that the site’s operations comply with all required Health and Safety and other governmental standards and regulations and maintains a professional relationship with these agencies.

14. Maintains a current knowledge of and complies with all Society, Governmental and Licensing’s policies and procedures as required.

**Qualifications:**

· Must be an active Licensed Practical Nurse (LPN) in good standing and have the demonstrated skills in being able to formulate comprehensive, quality-assured client care programs and strategies.

* Must possess demonstrated skills in being able to manage, direct, advise and instruct support staff in the execution of quality care to residents.
* Must have demonstrated skills to administer all elements of a program involving its residential clientele, personnel, physical plant and properties, record-keeping and other requirements as determined by the Employer, its funding/licensing agents, client families, social agencies and others.

**Education:**

1. LPN designation **required** for this position.
2. Acquisition of Level I & Level II certifications in Supervision in a Group Home Setting is considered an asset.

**Experience:** Minimum of three (3) years experience supervising in a related health care field, or equivalent combination of education, training and experience.

**Personal:**

* Must possess the personal qualities and attitudes that respect and maintain the spirit, dignity and individuality of the residents.
* Must be in good health, free from any communicable diseases and physically and mentally able to carry out the assigned duties in the working environment.
* Must have the ability to communicate effectively, organize departmental operations, supervise subordinates and evaluate the effectiveness of the group home.
* Must have the ability to establish and maintain good interpersonal relations by displaying tact, courtesy and patience with residents, staff, visitors, and volunteers.
* Must have the ability to safely and efficiently operate equipment associated with the duties of the position.

**Job Type**: Permanent, Full-time

**Pay**: $37.44/hr

**Schedule**: 8-hour shift

* Monday to Friday – In Person

**Ability to commute/relocate**:

· Vancouver, BC: reliably commute or plan to relocate before starting work (required)

**Benefits**:

* Extensive Health and Welfare benefit pkg. including
* Dental Benefits
* Pension,
* One day off per month (once past probation), excellent vacation time, and a very supportive team environment.
* On-site parking