

## **Assistant Manager – McQueen Home Edmonton (part-time)**

Are you passionate about working with Albertans with disabilities and supporting your local community? Do you have what it takes to champion our Vision to Inspire Potential, Build Community and Enrich Lives?

Easter Seals Alberta is a provincial not-for-profit organization that has been in existence for over 70 years. Our mission is to provide services that foster inclusion, independence and recreation for individuals with disabilities and medical conditions. We strive to ensure that the resources Albertans need for an independent and full life are available.

Easter Seals fosters a work environment that is inclusive as well as diverse, where our people can be themselves. Every idea and perspective is valued to reflect the people we serve.

Easter Seals Alberta's McQueen Home is located in Edmonton, AB. It is a specialized nine-bedroom home for physically disabled adults who require physical and mental health support. Due to their high medical needs, these individuals would be unable to live independently without support. They are able to connect and actively participate in their community, including volunteering, attending courses, working part-time, and spending time with family and friends. Like any home, residents dine together, watch hockey, play board games, provide input on their home, and enjoy many summer barbecues.

### **POSITION**

We are looking for a dynamic individual to join our team as Assistant Manager for the McQueen Residence. The successful candidate will provide assistance and backup to the McQueen Residence Manager. This position is part-time (16 – 24 hours /week) including some weekdays and weekends.

### **RESPONSIBILITIES**

The Assistant Manager will assist the Manager, McQueen Residence in the following responsibilities and take over the responsibilities when the Manager is away.

#### **Direct Care:**

- Monitor the resident's direct care services along with the LPN to ensure adequate and appropriate services are being provided
- Be a liaison between the residents and Alberta Health Services Supportive Living Case Manager, Occupational and Physical Therapists
- Be a liaison role between staff and residents

- Meet with Alberta Health Services Supportive Living staff as required to ensure client services including personal care and equipment are being managed effectively
- Meet annually or as needed with the Case Manager and residents to update care plans
- Monitor resident direct care services to ensure adequate and appropriate services are being provided
- Advise the Case Manager as to any emotional health issues which may arise
- Ensure that all residents files are maintained in a professional and ethical manner

### **Leadership:**

- Supervise health care aides and cook
- Work alongside an LPN to supervise health care aides and care of residents
- Assist with financial management including budget and expenditures.
- Assist with approving payroll timesheets and staff time off requests
- Assist with monitoring program and implement in-house policies and procedures within the parameters of Easter Seals Alberta Society and Alberta Health Services Supportive Living
- Assist the Fund Development Manager for funding grants for capital projects
- Support funding contract with Alberta Health Services Supportive Living

### **Staffing:**

- Ensure adequate staffing levels are maintained, conducting interviews and employing staff, as needed
- Schedule and maintain staff shifts
- Complete staff performance evaluations, initiate corrective or disciplinary action or termination, where appropriate
- Act as a liaison between staff and residents
- Ensure all employee documents are forwarded to the HR Generalist and kept confidential
- Encourage and/or conduct staff development activities
- Delegate responsibilities to the LPN that are within the scope of practice of an LPN

### **Safety:**

- Ensure all health, safety and fire standards are met
- Schedule and supervise fire drills, staff training sessions, regarding the safe and proper use of equipment
- Ensure that all safety equipment is properly maintained
- Ensure all residents are trained on proper fire evacuation and use of equipment, if feasible

### Policies and Procedures

- Alongside the Manager, review the policies and procedures on an annual basis and revise them as necessary.
- Communicate the policies and procedures to staff for implementation purposes.
- Complete the quarterly and Annual Report for AHS.

### Issues Resolution

- To be on call to provide support for emergencies such as residents' health issues, staff scheduling and maintenance
- To manage issues as they arise whether it be staff and/or residents
- To report any major resident issues to the Case Manager
- To report any major staffing issues to the HR Generalist

### **QUALIFICATIONS**

- 1-3 year's experience working in a Supervisory/Management capacity that involves residential/group home living for persons with disabilities
- Experience working with people with disabilities.
- Completion of a LPN diploma or Health Care Aid Certificate or undergraduate degree in disability studies or related program
- Knowledge of Alberta Health Care continuing standards is an asset
- Compassionate, caring
- Willingness to take initiative and go the extra mile
- Excellent, clear communication (oral and written), organizational, time management skills
- Ability to be discreet and maintain confidentiality

### **Other Requirements:**

- Must have up-to-date vaccinations including COVID-19 ( two doses), TB, Annual flu vaccination, record of vaccinations
- Clear Criminal Record check including Vulnerable Sector check;
- COVID-19 considerations: to keep our staff as safe as possible we are providing masks, gloves and hand sanitizer.

### **WHAT WE HAVE TO OFFER**

- Fun, dynamic team culture
- An opportunity to continually grow and learn
- Ability to make a difference into the lives of others

## HOW TO APPLY

- **Forward resume and cover letter to [hr@easterseals.ab.ca](mailto:hr@easterseals.ab.ca) with Assistant Manager McQueen Residence in the subject of the email**
- We thank all applicants for their interest. Only those selected for interviews will be contacted