

JOB POSTING – PERMANENT FULL-TIME (EXEMPT)

- Date:** Friday, May 20, 2022
- Job Title:** Integrated Services Manager (Job Description Attached)
- Current Assignment:** Management Team (Admin)
- Rate of Pay:** Exempt position – salary and benefits commensurate with training and experience
- Start Date:** As Soon As Possible
- Hours of Work:** Full-time; 37.5 hours/week; normally Mon-Fri 0830-1600; however, some schedule flexibility is expected for before and after normal hours or weekends if required.
- Qualifications:**
- Applicants must have proof of double vaccination for COVID-19 on file or provide proof of double vaccination for COVID-19 to be considered for this position.
 - Preferably a university degree or community college certification/diploma or equivalent combination of education and experience.
 - Demonstrated skills working with persons with diversabilities.
 - The desire to work with persons with diversabilities and demonstrated personal suitability to promote dignity, independence, individuality, and spirit.
 - Demonstrated supervisory, team building, organizational, leadership, communication, and interpersonal skills.
 - Ability and willingness to align one's own behaviour with the needs, priorities, and goals of the organization.
 - Ability and willingness to promote organizational goals to meet organizational needs.
 - Excellent written and verbal skills.
 - A high standard of professionalism.
- Required Skills:**
- Ability to relate effectively to persons with diversabilities.
 - Ability to effectively support people who may exhibit challenging behaviors.
 - Demonstrated ability to develop, write, and follow through with Person Centered Plans, in accordance with agency values.
 - Excellent time management and organizational skills; ability to multi-task.
 - Ability to supervise programs and employees.
 - Demonstrated ability to develop creative support strategies.
 - Demonstrated ability to work independently and to take initiative.
 - Ability to work as an effective team member.
 - Ability to document effectively.
- Closing Date/Time:** Friday, May 27, 2022 by 1600
- Posting Number:** 1382
- Attention:** Cindy Bryant, Quality Assurance/HR Assistant
(on behalf of John McNeill, HR Manager)

- Note:**
- 1) **Please provide relevant info with your application** (listings of skills, certifications, education, courses attended and experience – production of documents may be required). Also, ensure all relevant information is updated on your personnel file (i.e. education, experience, skills, and knowledge).
 - 2) This internal posting is a first step and does not necessarily preclude advertisement for this position.
 - 3) Please refer to posting number when applying for this position.
 - 4) Applications can be submitted by e-mail to cindy.bryant@nanaimoacl.org Please note that you will receive a reply, by e-mail (1-2) business days, to confirm that your application has been received in the HR Department. **Please retain the reply for your records as proof of your application.** If you do not receive a reply, please contact Cindy Bryant at 250-741-0224, ext. 221.

This position is open to male and female applicants.