

JOB POSTING –PERMANENT FULL-TIME (EXEMPT)

Date: Friday, August 1, 2025
Job Title: Integrated Services Manager (**HOMESHARE EXCLUSIVELY**) (Job Description Attached)
Current Assignment: Management Team (Admin)
Rate of Pay: Exempt position – salary and benefits commensurate with training and experience
Start Date: August 2025
Hours of Work: Full-time; 37.5 hours/week; normally Mon-Fri 0830-1600; flexible schedule.

- Qualifications:**
- Employees must report their vaccination status, i.e., “I have dose 1 and 2 of the COVID 19 Vaccination”, or “I do not have Dose 1 and 2 of the COVID-19 vaccine.
 - If employees/applicants disclose that they have double vaccination, they must provide proof of such (same as before, QR code, vaccination card, health passport, something issued from BC Health) prior to interviewing for a position.
 - If employees/applicants disclose that they do not have double vaccination, they must always wear a mask while in NACL programs/buildings and while on shift (i.e. administration office).
 - Demonstrated skills working with persons with diversabilities.
 - Demonstrated supervisory, team building, organizational, leadership, communication, and interpersonal skills.
 - Excellent written and verbal skills.

- Required Skills:**
- Ability to relate effectively to persons with diversabilities.
 - 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 work independently and to take initiative.
 - Ability to work as an effective team member.
 - Class 4 driver license preferred.

Closing Date/Time: Friday, August 15, 2025 by 16:00

Posting Number: 2003

Attention: NACL Applications

applications@nanaimoacl.com

- 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 2003 when applying for this position.**
 - 4) Applications can be submitted by e-mail to applications@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 Bre Bail at es@nanaimoacl.org