



Organizational Overview

The Port Alberni Association for Community Living (PAACL) is a registered non-profit society that provides quality programs and services for individuals who require extra support to participate as valued citizens in their community.

Position Overview

PAACL is inviting applications for a Community Housing Manager. This is an excluded temporary, part-time position thirty-five (35) hours per week at a licensed residence. This position includes a competitive salary with an excellent benefit package.

Reporting to the Executive Director, the Community Housing Manager is responsible for the management and operation of a residence.

Key Duties and Responsibilities:

1. Responsible and accountable for oversight, planning and day-to-day management and administration of residence ensuring program/service delivery is consistent with PAACL mandate and policy, contractual, budgetary and other requirements by methods such as assessing and resolving program/service issues; developing plans and strategies to achieve objectives for assigned non-clinical programs/services; and determining requirements for assigned programs/projects. Makes recommendations for changes to assigned programs/services and/or the development of new programs/services.
2. Provides policy, technical and practical guidance to staff. Evaluates the work of assigned staff, identifies training needs and implements staff orientation and in-service training.
3. Participates as a member of the management team by methods such as providing input, feedback and support: in developing and/or implementing long range and strategic plans.
4. Responsible for: hiring and supervising staff; operational planning; and priority setting for assigned residence.
5. Provides direction and support by methods such as coaching, role-modeling, mentoring, team building, recruitment, scheduling, onboarding, and performance management.
6. Prepares/reviews reports, makes presentations and maintains a current awareness of developments in assigned program area.
7. Plans, administers and controls assigned budgets for contracts, equipment and supplies (including monitoring, reporting and accounting for budget variances).
8. Oversees approved budgets and expenditures in accordance with PAACL financial control and administrative procedures.
9. Leads evaluation procedures in assigned residence and takes the lead in developing annual program outcome performance reports. Ensures accreditation requirements are met.
10. Fosters positive relationships with persons served, their families, government officials, medical professionals funding sources, the community, etc.
11. Performs other related duties as required.

EDUCATION/TRAINING

Degree in Social Work, Psychology or Sociology or combination of education and experience

- Courses in management and leadership from a recognized provider
- Training in the area of program planning

EXPERIENCE

- Minimum five years working with people with developmental disabilities
- Two years of prior staff management experience

OTHER – The following requirements must be met prior to employment.

- Criminal Record Check
- Immunizations as per licensing guidelines
- Valid BC. Driver's License, Class 4
- Level 1 First Aid Certificate

Salary Range: \$1225 per week based on qualifications.

For more information about the Port Alberni Association for Community Living please visit our website www.paacl.ca

Please send a cover letter and resume by July 18, 2025, to

admin@paacl.ca

Port Alberni Association for Community Living

3008 2nd Ave., Port Alberni, B.C. V9Y1Y9

Fax: 250-723-0404

PAACL thanks all applicants for their interest, however only those selected for an interview will be contacted.