



**Job Description: Assistant Manager (Union Excluded) Job Summary:**

The **Assistant Manager** is responsible for the assisting of the managers with the day-to-day operations as it relates to the daily operations of Community Builders Group respite and housing locations. In this role the Assistant Manager will report to both the Executive Director and the Senior Complex Care Manager and site Manager.

**Reports to:**

Both the Executive Director and Director of Operations.

**Functions & Responsibilities:**

- Participate in the development, implementation and evaluation of all corporate strategic goals and objectives as a member of the leadership team
- Provide reports as necessary and ensures quality/risk management activities are developed, implemented and adhered to
- Providing coverage for the coordinator in their absence whenever required.
- Learn and understand Community Builders' values and philosophy of support, empowerment, inclusion and openness for staff and residents
- Understand low barrier housing, how it affects compliance with city standards etc. and the balance between
- Help Building support staff and site coordinator as needed to assist with any resident conflict or concerns
- Help site coordinators as needed to assist with any resident conflict or concerns, assist with intakes and case management.
- Collaborate with manager, senior manager and community and health partners.
- Be on call for urgent items and emergencies and forward after-hour needs to Community Builders' on-call emergency contact. Keep ED and OM in loop of all urgent items or assistance needed
- Work with building coordinators to ensure buildings are in compliance with COV, VFD and Community Builders standards at all times, and provide relevant feedback to staff Communicate with 311 (COV), maintenance team and Property Manager for an emergency or any outstanding issues.
- Ensure sign in and outs are completed daily by staff, assess vacant rooms with Coordinators and supervise processes alongside Property Management.
- Provide feedback regarding any needed information of work performance and standards to Property Manager for maintenance team
- Daily/Weekly site tours to assess building standards and compliance Help coordinate weekly dump runs with Coordinators
- Assist with projects as they come up, assist with the opening of new projects, other duties as required.

**Education and Experience**



**COMMUNITY BUILDERS**  
STRIVING FOR EXCELLENCE IN COMPASSION

- A bachelor's degree in a relative health discipline from a recognized post-secondary institution is preferred, OR an equivalent combination of education, training and experience, current First Aid and CPR certification
- Significant Experience in managing multiple priorities, projects and deadlines
- Significant Experience in the use of systems and tools for searching and managing information
- Sound Experience in managing human resources
- Minimum 1-2 years in a supervisory capacity.

**Abilities**

- Ability to independently analyze and interpret policies, and make recommendations on feasible solutions
- Ability to persuade and influence others
- Ability to independently plan, organize, manage and control a high volume of activities
- Ability to communicate effectively orally and in writing
- Ability to supervise the work of others
- Ability to exercise independent judgement and discretion within policy guidelines

**Leadership Competencies**

- Create Vision and Strategy
- Mobilize People
- Uphold Integrity and Respect
- Collaboration with Partners and Stakeholders
- Achieve Results

**Union:** Excluded

**Salary:** \$58,000-\$63,000 annually

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

**Hours of Work:** Monday-Friday (9am-5pm)