



## Port Alberni Association for Community Living

### 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.

Programs include 24 hour supported living, semi-independent living, community outreach/inclusion programs, employment support, and day/evening leisure and skill development programs. We also offer services for children with special needs.

### Position Overview

PAACL is inviting applications for a Residential Manager. This is an excluded temporary (March 2022 to September 2023) part time position 37.5 hours per week offering a competitive salary with an excellent benefit package.

The Residential Manager is responsible for all aspects of the licensed program, including planning and evaluation, budgeting, health and safety, human resources, ensuring adherence to licensing regulations, agency standards, guidelines, policies and procedures.

### Qualifications

- 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 and personal health management
- Training in personal health management

### Experience

- Minimum five years working with people with developmental disabilities
- Two years of prior staff management experience
- One year of experience working with union issues
- One year of experience in assessment, program design, evaluation and planning
- Experience working in a residential care facility

### Technical Skills

- Excellent organizational, time management, general management, and planning skills.
- Proficiency in Microsoft office programs
- Excellent oral and written communication skills

### Additional Information and Requirements

- Successful Criminal Record Search
- Immunizations as per Public Health Orders and Community Care Licensing
- Valid WCB approved First Aid Certificate
- Valid Class 5 B.C. Driver's license
- Use of personal vehicle

For more information about the Port Alberni Association for Community Living please visit our website

[www.paacl.ca](http://www.paacl.ca)

**Please send a cover letter and resume to:**

**[jobpostingapplication@paacl.ca](mailto:jobpostingapplication@paacl.ca)**

or Attn.: Michelle Precourt, Human Resources  
Port Alberni Association for Community Living  
3008 2nd Ave., Port Alberni, B.C. V9Y 1Y9

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