MPA Society
Empowerment in Mental Health since 1971

MPA Society is an accredited award-winning non-profit agency that has supported people living with mental illness for over 49 years. Created on the principle of self-empowerment, our programs promote the dignity and well-being of people with mental illness by inspiring hope and supporting their recovery. MPA Society operates over 30 social, vocational, recreational, advocacy and housing programs that support people in their own communities.

Larwill Place is a Modular Housing program located in Downtown Vancouver. The program consists of two buildings staffed 24 hours, seven days a week, and has a team of over 30 employees. The Assistant Manager is a new position created to support and optimize the team through collaboration, leadership, administrative and people support. We offer a dynamic working environment, competitive wages and benefits, and an opportunity to grow professionally with the organization.

At MPA Society, the unique capabilities and talents of our employees are our greatest asset. We believe that a diverse workforce and inclusive workplace culture enhance our ability to work in partnership with the diverse communities and people we serve. MPA Society hires on the basis of merit, and we encourage applications from all qualified individuals.

February 20, 2020

JOB POSTING

POSTING NUMBER: 2020-14

POSITION: Assistant Manager, Larwill Place

UNION: Non-Contract / Excluded

PROGRAM: Larwill Place, Vancouver

START DATE: ASAP

All candidates subject to a Criminal Records Check. Qualifications and job description attached.

Please indicate posting number 2020-14 when sending applications and resumes to hr@mpa-society.org

Internal applications no later than 4 p.m. Thursday, February 27, 2020

Please note that only short listed candidates will be contacted. Thank you for your interest and we encourage you to continue checking the MPA Society website for future opportunities.
NON-CONTRACT ROLE DESCRIPTION

TITLE: Assistant Manager, Larwill Place

REPORTS TO: Manager, Larwill Place

SUPERVISES: Program Coordinators, Mental Health Workers, and Personal Support Workers, Larwill Place

ROLE SUMMARY

The Assistant Manager, Larwill Place is responsible for administrative duties of assigned program(s) and assists the Manager in daily operations of the program, performs hiring, dismissal, discipline, and performance evaluations of the staff team. In conjunction with the Manager and Director, the Assistant Manager also plays a key role in developing and implementing strategic plans, programs, policies and procedures for the division, and implementing performance measurements and quality improvement initiatives. The Assistant Manager replaces the Manager for absences such as vacation, illness and leaves. A key component of this role is proven ability and experience in collaborating and working alongside populations of various socio-economic backgrounds and knowledge of the mental health sector.

KEY ACCOUNTABILITIES

- Manages staff by conducting interviews, hiring, assigning work, staff scheduling, providing feedback and evaluation, determining and providing required training and orientation, and maintaining timekeeping and attendance records. Resolves staffing issues and participates in the disciplinary process and grievance process in consultation with the Director and Human Resources.

- Performs administrative and financial functions for designated program areas, including inventory management, managing budgets for program supplies, coordinating IT set-up for new staff and other IT related issues, submits payroll information, and maintaining accurate program documentation and electronic records.

- Ensures the maintenance, cleanliness and safety of programs and residents by coordinating/scheduling maintenance and service contracts, coordinating emergency services as needed and tracking budgets and expenses.

- Participates in Occupational Health and Safety initiatives to ensure staff and resident safety, monitors effectiveness of safety programs and provides recommendations for improvement.

- Other related duties as assigned by Manager and/or Director.

QUALIFICATIONS

A level of education, training and experience equivalent to a Bachelor’s degree in a relevant behavioural science, plus 3 years recent experience in a mental health related agency and 2 years management or supervisory experience, or an equivalent combination of education, training, and experience.
Knowledge of psychosocial rehabilitation approaches and services, dual diagnosis issues, and community mental health and social service resources.

- Experience working with mental health consumers.
- Ability to provide leadership and supervision to staff.
- Excellent communication and problem solving skills, the ability to exercise initiative and excellent judgment, including confidentiality pertaining to areas of agency operations.
- Ability to define priorities and manage time effectively in dealing with multiple priorities.
- Demonstrated ability to work effectively with a diverse group of individuals, including unionized staff and their representatives, mental health consumers, funders, community agencies, government, the general public, and management.
- Ability to effectively advocate for individuals and groups, and to promote consumer empowerment.
- Ability to work independently with minimal supervision.
- Familiarity with Microsoft Office suite.
- Current First Aid and CPR certification.