



Box 1448, Winkler, Manitoba R6W 4B4
Tel: (204) 325-7304
Fax: (204) 325-1958
www.gatewayresourcesinc.com

Residential Manager

We have a fantastic opportunity for a **Residential Manager** to join our team for one of our Winkler residential homes. This position will cover a leave for approximately 16 months and has the potential to develop into a permanent position.

Gateway Resources Inc. provides services and supports for individuals living with an intellectual disability in the Winkler/ Morden area.

This is an active leadership role and involves supporting our participants in all areas of life-social, emotional, spiritual and physical. The successful candidate will support a residential home with up to 4-5 residents plus manage a team of eight. We strive to provide consistent expectations and training for staff and to be a workplace of choice

The successful candidate will be highly organized, self-directed and able to set priorities in a shifting environment of demands. In addition, administrative duties will include scheduling and management of staff, fiscal responsibility for program budgets and policies of financial management. The successful candidate must have excellent communications skills for use within and outside of our agency including department of families, medical teams and family supports.

Schedules for our management team are mainly Monday to Friday, days however, flexibility for evening coverage may be required for training and supervision. There is on call responsibility in off hours when required.

Specific Requirements

- Strong written and oral communication skills necessary
- Ability to identify and resolve issues in a timely manner
- Possess strong leadership skills and have the ability to motivate staff
- Will include experience in planning and decision making.
- Be willing to continue with professional development related to position
- Work in collaboration with the Residential Coordinators to identify areas of need and to assist in strategies to help meet those need
- Use of personal vehicle is required

Qualifications:

- A genuine interest in working with adults living with an intellectual disability
- Post-secondary education plus a minimum of two years related experience. An equivalent combination of education and experience will be considered.
- Previous social services experience or related experience is required.
- Supervisory experience in a social services field is an asset.
- Demonstrated strong interpersonal skills, acting as a liaison between residents, their families, staff and community service workers.
- Must be able to provide a current Criminal Record Check and complete an Adult Abuse Registry Check
- Valid Class 5 Drivers License and use of own vehicle.
- Must have current CPR/First Aid or be able to get it prior to starting if the successful candidate

Please include a cover letter with your resume detailing how your education, experience and skills relate to our position to:

Patty Anne LePage, CPHR
Director of Human Resources
Gateway Resources
1582 Pembina Avenue, Winkler, MB
PH (204) 325-7304 ext. 233 Fax (204) 325-1958
Email pattyanne@gatewayresourcesinc.com

Applications will be accepted until 9 a.m. Monday, December 7, 2020.

We would like to thank you in advance for applying for this position. We will, however, only be in contact with those applicants we wish to arrange an interview with.