

Job Posting Director of Operations

The Opportunity

The Bruce Oake Recovery Centre is a new 50 bed residential treatment centre and recovery service opening later this year. The Bruce Oake recovery team will offer evidence based full-continuum programs and services led by highly qualified staff. As construction continues, we are now recruiting for the role of Director of Operations. This is an opportunity to make a significant impact and support successful life transformations of individuals and families experiencing substance use challenges and addiction.

The Director of Operations reports to the Executive Director and is a member of the senior leadership team.

Responsibilities include but are not limited to:

- Supervising the day-to-day operation of the Bruce Oake Recovery Centre;
- Managing staff within a full continuum of residential, community and virtual programs and services;
- Creating and maintaining person-centered environments where therapeutic, community and professional relationships are based on respect, collaboration, and compassion;
- Working closely with the management team to track annual budgets, schedule expenditures and analyze variances to ensure the budget is managed in accordance with agency guidelines;
- Supporting development of emergency response, disaster mitigation, and business continuity plans;
- Ensuring resident and staff safety by enforcing compliance with the Manitoba Workplace Safety and Health Act and Regulations as well as psychological health and safety standards;
- Supporting initial and ongoing accreditation as well as quality improvement principles and processes;
- Maintaining operating procedures, manuals and training programs as required;
- Implementing and reporting on program standards while ensuring requirements are achieved in accordance with organizational goals, policies and procedures;
- Working with the Executive Director and senior leadership team in preparing the centre for opening.

The Director must be results oriented and demonstrate the following leadership competencies:

- Supervising Others, Organizational Skills, Integrity, Communication Skills, Performance Management, Delegation, Conflict Resolution, Emotional Intelligence, Team Building, Adaptability, Reliability, Initiative, Decision Making, Problem Solving and Stress Tolerance.

Qualifications:

- Undergraduate degree in an addiction recovery/clinical discipline or equivalent
- Minimum five years direct management experience in an addiction and/or mental health setting (an acceptable combination of education and experience may be considered)
- Strong program delivery and supervisory experience required
- Experience in the areas of program development, program evaluation, human resource management and quality improvement
- Demonstrated understanding of and sensitivity to working with culturally diverse populations
- Excellent training and mentoring skills with an attention to detail and accuracy
- Professional presentation skills and ability to work with technology such as Zoom and Teams to enable seamless virtual and in-person addiction treatment and recovery service delivery

- Computer competence in the use of Microsoft 365, advanced Excel, Word, Outlook, PowerPoint and digital conferencing skills.
- Personal and family lived experience of substance use challenges and recovery an asset
- Valid driver's license and access to a vehicle

The Bruce Oake Recovery Centre offers competitive compensation commensurate with experience.

The Bruce Oake Recovery Centre, in partnership with the Indigenous community, is committed to increasing the representation of Indigenous people within all levels of the workforce. Indigenous applicants are encouraged to apply and to voluntarily self-identify as being of Indigenous descent in their cover letter/application. Firsthand knowledge of the culture or experience working with First Nations, Inuit or Metis communities is an asset.

This position requires a current satisfactory Criminal Records Check (including Vulnerable Sector Search), Child Abuse Registry Check and Adult Abuse Registry Check as conditions of employment. The successful candidate will be responsible for any service charges incurred. A security check is considered current if it was obtained no more than six (6) months prior to the start of employment.

Please submit your resume and cover letter to careers@bruceoakerecovery.ca

We thank you for applying - only those candidates selected for an interview will be contacted.