



## Regional Assistant Manager - Job Posting

**Position Title:** Regional Assistant Manager

**Position Type:** Part-Time, 20-25 hours per week, with the potential to increase basis regional growth

**Schedule:** Preferred availability from 8:30am to 2:30pm, Monday to Friday

**Wage:** Competitive wages start between \$24.00 to \$28.00 per hour based on professional experience, education, and personality qualities.

### **Posting Summary:**

Regional Assistant Managers (RA's) work closely with Region Managers, within one specific Region Area to oversee CASE related administrative duties for each case within the Region.

RA's are the primary manager on each case within the region, and are responsible for ensuring all case files are complete and up to date.

RA's work closely with frontline staff within the region to help optimise their schedules and their results, while also working closely with the Region Manager to accomplish the growth and quality goals for the region. Regional Assistants participate in networking and promotions for the region, quality assurance, and formal reporting on each case and the region as a whole.

Are **YOU** able to support a local Regional Manager to create a successful and growing region based on a long term vision of quality healthy relationships, administrative excellence and service quality?

Can **YOU** organise yourself and others to achieve optimisation in schedules and clinical services?

Can **YOU** provide leadership to staff and actively team build through daily contact and team initiatives on behalf of the Region?

### **Duties and Responsibilities**

- Develop and sustain a strong working relationship with the team such that trust and familiarity encourage staff, caregivers, agencies and funders to raise and resolve concerns with their management team as well as celebrate successes.
- Ensures the development of Care Plans or other written reports to reflect the outcome objectives desired by the client and family. This is done with collaboration from Lead Professionals.
- Maintain monthly contact with clients and team to monitor progress on the Care Plan.
- Schedule, invite, and lead team meetings (as normally scheduled for that program area).
- Coordinate the collection of data related to intervention effectiveness, as well as parent and team feedback for case and regional Progress Reports.
- Directly shadow staff as needed for staff mentoring or to assist the team with specific problem solving related to barriers to Region implementation.

- Promote, teach, and coach frontline staff members (and family members) in Pivot Point's guiding principles and values.

## Qualifications

- Regional Assistant Managers possess or are working towards undergraduate or higher degrees in A.B.A., CYC, Counselling, Social Work or related disciplines.
- Knowledge of Neurodevelopmental Disorders and relevant comorbid disorders as it relates to the Region you will be working in.
- Experience working with people who have developmental conditions, behavioural and emotional challenges.
- Have access to your own home-based office with sufficient privacy for confidential phone and video calls.
- A strong commitment to the philosophy of people with diverse abilities living and working in the community.
- Possess excellent written and verbal communication skills.
- Demonstrated leadership skills.
- Strong administrative, organizational, and time-management skills
- Working knowledge and experience with a variety of computer software programs such as Google Suite, MS office, and email software.
- Non-violent Crisis Prevention Intervention or MANDT certification (recommended).
- Current Emergency First Aid and CPR.
- Class 5 driver's licence with a clean driving record and a reliable vehicle.
- A clear criminal record (as outlined by the Ministry for Children and Family Development).

## Working Conditions

- This position is on-site, with work based out of a Pivot Point Centre located within the assigned region.
- Requires availability during daytime hours on weekdays, with flexibility to occasionally accommodate meetings or team needs.
- Must have access to a quiet, home-based office space for occasional administrative work or virtual meetings as needed.

## Why join the Pivot Point team?

Pivot Point specialises in ***intensive therapeutic interventions*** for children, teens and adults with Autism and other diverse abilities. This might be YOUR opportunity to join a comprehensive clinical team in your community, so you can move YOUR career to the next level.

If you have a passion for helping individuals with diverse abilities and social work care needs, join Pivot Point so we can work together to create positive change! **To apply, please visit <http://pivotpoint.ca/apply-now> to upload your resume and submit an application.**