Providence Living

Honouring every life story

Posting:	**001N24 Non-Contract**
Status:	**Regular Full Time**
Job Title:	**EMERGE Addictions Recovery Program Administrator**
Work Area:	**Central City Lodge – Emerge Program; PCN 267**
Effective Date:	**TBD**
Hours of Work:	**1.0 FTE; 75 hours bi-weekly**
	Sunday to Thursday; 8:00am–4:00pm
Salary:	**$75,000-$95,000**

PURPOSE:

Providence Living is a non-profit Catholic-sponsored health care organization focused on long-term care, assisted living, housing, and other community services to support residents and their family members. We are committed to re-imagining the resident experience, and to creating communities and fostering a culture where residents are empowered to make decisions that affect their quality of life.

Reporting to the Director, Site Operations, the EMERGE Addiction Recovery Program Administrator is responsible for the day-to-day operations and administration of a 22-bed based addiction recovery program contracted by Vancouver Coastal Health. Works within a multidisciplinary team to ensure the effective delivery of abstinence-based addiction recovery services, adhering to program guidelines, regulatory requirements, and best practices in addiction treatment. Leads a team of caseworkers, coordinating the care provided to clients, fostering community partnerships, and ensuring the program's success in facilitating long-term recovery for clients.

All staff have a part to play in preventing adverse events and in promoting safety for resident and staff by being aware of and adhering to all policies and procedures including promptly reporting any risks or safety concerns relating to resident or staff safety.

Services at Providence Living are guided by our Mission, Vision, Values, and Ethical Framework. All employees are expected to demonstrate respect for the safety and dignity of all residents, staff and volunteers. Every employee makes a vital contribution to our Mission of providing care with compassion, by exemplifying our core values of respect, excellence and compassion in their work and demonstrates Indigenous Cultural Safety, cultural humility and anti-racism principles.

ROLE RESPONSIBILITIES:

1. Program Administration
   - Develops and implements program policies, procedures, and protocols in alignment with Vancouver Coastal Health (VCH) standards and best practices in addiction recovery.
   - Monitors program effectiveness and outcomes, identifying areas for improvement and implementing corrective actions as necessary.

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- Reviews program materials, care plans, case notes, satisfaction surveys and exit interviews to ensure all documents are in line with program guidelines and expectations.
- Ensures compliance with contractual obligations, reporting requirements, and accreditation standards.

2. Client Care Coordination

- Collaborates with VCH to oversee and support the intake process, ensuring appropriate placement and individualized treatment plans.
- Coordinates with caseworkers to support client care services including case management, access to onsite physician care, medication management, group support, and referrals to external resources as required.
- Monitors client progress, conducts regular reviews of treatment plans, and facilitates discharge planning and aftercare support.

3. Team Leadership
- Manages a team of caseworkers including recruitment, orientation, training, evaluation, discipline, and recommendations for termination.
- Fosters a collaborative and supportive team environment, promoting professional development opportunities and employee engagement initiatives.
- Provides leadership and guidance to staff, facilitating effective communication, conflict resolution, and performance management.

4. Budget and Resource Management

- Assists in developing the operational budget, monitors expenditures, conducts variance analyses, and implements cost-saving measures while maintaining service quality.
- Procures necessary contractual services according to organizational policies and procurement guidelines.

5. Community Engagement

- Builds and maintains partnerships with community organizations, healthcare providers, government agencies, and other stakeholders to enhance program effectiveness and promote collaboration in addiction recovery initiatives.
- Represents the program at meetings, conferences, and public forums to raise awareness, advocate for resources, and contribute to community education efforts.

6. Performs other related duties as required.

QUALIFICATIONS:
Education, Training and Experience

Bachelor's degree in social work, Psychology, Counseling, Health Administration, or a related field (Master's degree preferred) and three (3) to five (5) years of progressive leadership experience in addiction recovery services, including program management and staff supervision.

Skills and Abilities

- Knowledge of addiction treatment modalities, evidence-based practices, harm reduction and trauma-informed care principles.
- Knowledge of support group modalities, adult learning principles, facilitation skills, group-based psychoeducation and psychosocial interventions.
- Familiarity with Vancouver Coastal Health policies, regulations, and funding requirements related to addiction services.
- Solid program leadership skills with a demonstrated ability to lead oversee a team of caseworkers.
- Strong interpersonal skills with the ability to build rapport, communicate effectively, and collaborate with diverse partners.
- Excellent organizational and problem-solving abilities, with a demonstrated commitment to quality improvement and client-centered care.
- Proficiency in computer applications, including electronic health records (EHR) systems and Microsoft Office suite.

This posting will remain open until successfully filled. Please apply in writing to the Department of Human Resource Services using Application for Internal or External Vacancy Form**.**

Applications and resumes may be submitted through **hr@providenceliving.ca**

Thank you.

Human Resource Services   DATE: April 12, 2024