

**CLASSIFICATION SPECIFICATION  
ADDICTIONS FOUNDATION OF MANITOBA**

**SUPERVISOR – RESIDENTIAL/NON-RESIDENTIAL**

**GENERAL**

This classification is responsible for the ongoing supervision, administration, coordination and management of the delivery of programs and services in a designated area that may include the management and supervision of a 24-hour residential treatment facility and/or community-based and non-residential programs. In addition, some positions in this classification may be designated to be "Provincial Coordinator" for a specific program or service.

**TYPICAL DUTIES**

- Responsible for the recruitment, orientation, training and daily supervision of staff in residential facilities, community based program areas or assigned areas.
- Responsible for the design and implementation of shift schedules in accordance with legal and collective agreement requirements.
- Responsible for the recommendation, development and supervision of programs and services to meet corporate and strategic business plan and unit objectives.
- Responsible for the ongoing performance management of staff including the performance appraisal process.
- Provides clinical supervision where required.
- Provides leadership to create a respectful working environment conducive to effective working relationships.
- Applies conflict resolution skills to successfully mediate workplace conflict issues.
- May be responsible for the physical plant operations of the residential facility including renovation work.
- Facilitates and ensures team approach to client service delivery.
- Responsible for conducting file audits to ensure that AFM requirements concerning client treatment planning and documentation are met.
- Encourages the ongoing philosophy of continuous improvement amongst staff and coworkers.
- May be required to see clients in a therapeutic role.
- Participates as a member of the regional management team.
- Handles complaints within level of authority, referring to appropriate staff as required.
- Handles program administration requirements, including such things as staff attendance, reports, correspondence, briefing notes, designated budget preparation and monitoring.

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- May participate in regional “on call” program.
- Ensures completion of required forms for the AFM Management Information System.
- May be required to travel between locations in the conduct of duties.
- May act as “Program Coordinator” for a program area.
- May facilitate training events or presentations to staff; other related professionals and agencies, or the general public.
- Responsible for networking functions within AFM and other related businesses and agencies.
- May represent AFM at public relations events.
- May participate on committees, teams or work groups at the local, regional, provincial or national level.
- Abides by the AFM’s Code of Professional Practice and maintains professional conduct at all times.
- Responsible for fully cooperating in efforts to improve client safety and eliminating potential risks.
- Responsible for supporting and following established Workplace Safety and Health policies and procedures.
- Responsible for protecting the health and well being of staff, clients, visitors and community by following established infection prevention and control policies and procedures.

### QUALIFICATIONS

- Masters Degree in a related discipline and three (3) years related progressively responsible experience in the addictions field and/or a suitable combination of related education and experience.
- Proficiency in individual and group counselling theories and practice, aware of current theories and best practices, and proficiency in evaluating changes and developments.
- Working experience in a residential facility with a shift rotation is considered an asset.
- Prior supervisory experience is considered an asset
- Demonstrated leadership and conflict management skills.
- Ability to foster and work in a team environment and provide leadership to create a respectful working environment.
- Ability to communicate effectively with clients, community, related professionals, staff and the general public.

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- Knowledge and experience in financial, budgetary and administrative systems.
- Ability to manage staff and work within a unionized environment.
- Demonstrated understanding of, and sensitivity to, working with culturally diverse populations.
- Knowledge of addictions.