

About the Tsakwa'lutan Healing Centre

We, the We Wai Kai Nation, embrace our language and culture to build a proud, healthy, safe, and self-sufficient community. We support and encourage each other to thrive by following the footsteps of our ancestral history as stewards of our lands and waters, while balancing our role in modern-day society.

The Tsakwa'lutan Healing Centre, located on Quadra Island, represents a vision for addiction recovery with the goal of restoring lives, families, and empowering communities. Our approach is to destigmatize addiction as an individual issue and to engage, educate, and empower individuals, families, and communities in the recovery process. We achieve this by integrating the best of Western medicine with our traditional healing practices and values.

About the Opportunity

We have an exciting opportunity for a full-time **Facilities Manager** based on **Quadra Island, BC**.

Reporting to the Executive Director, the Facilities Manager is responsible for all operational [non-medical/non-clinical] aspects of the Centre, including the health, safety and respectful treatment of all employees, clients, and visitors; financial oversight and budgeting; human resources management; security and loss management; and infrastructure maintenance.

This job description provides a general overview of the duties and responsibilities of the Facilities Manager. In addition to the job description, more detailed lists of job duties and responsibilities may be available. The policies and procedures of the Wellness Centre and the Nation further describe the performance and behavioral expectations of all employees.

Under the direction of the Executive Director, the Facilities Manager has responsibility for the facility's operations infrastructure, grounds, and non-clinical staff.

More specifically, your responsibilities include, but are not limited to:

Facility Supervision and Management

- Ensure the facility is well maintained, clean, and safe for both clients and staff as per the approved OHS plan.
- Ensure all grounds and gardens are kept up and managed as per scheduled maintenance plan.
- Lead and supervise the facilities staff, including housekeepers, maintenance workers, kitchen workers, and other support personnel.
- Develop and implement preventive maintenance programs to minimize downtime and ensure ongoing functionality of equipment and systems.
- Schedule shifts and manage workloads to ensure adequate coverage and efficiency, including proper planning for planned and unplanned absences.
- Conduct performance evaluations and provide ongoing training and support to staff.

Maintenance, Repairs and Facility Improvements

- Implement and enforce safety protocols and procedures to maintain a secure environment for clients, staff, and visitors and all areas are met as per licensing requirements.
- Ensure routine maintenance tasks, such as cleaning, landscaping, and minor repairs.
- Coordinate with external contractors for specialized repairs and/or renovations as needed.
- Identify opportunities for facility improvements and efficiencies.
- Collaborate with management on renovation projects or upgrades to enhance the facility's functionality and appearance.

Client Interaction and Support

- Foster a respectful and supportive environment for clients through professional interactions.
- Respond promptly to client requests or concerns, handling personally or referring to other applicable staff.

Safety and Compliance

- Ensure the facility staff meet and comply with all health and regulations including those specifically required by licensing bodies.
- Participates in the OHS Committee to ensure compliance to the OHS Manual. Will hold OHS meetings and record action requirements and ensure actions are fulfilled. Management of the OHS Manual.
- Collaborate effectively with management and clinical staff regarding staff performance in the areas of housekeeping, food service, and facility maintenance.
- Implements and oversees the Vehicle Management policy.
- Ensure compliance with environmental regulations and sustainability initiatives, including waste management, clean water supply, energy conservation and green building practices.
- Conduct regular inspections to identify and address potential safety hazards.
- Implement and monitor compliance with infection control protocols and other safety standards.

Supervision and Recruitment

- Recruit, train, manage, motivate, and terminate staff. Maintain personnel records. Lead staff meetings for all maintenance, kitchen, and housekeeping staff.
- Oversee financial, personnel, and other records and documentation for the facilities staff, ensuring they meet appropriate legal and financial standards.
- Responsible for ensuring kitchen staff provide food delivery service as directed by the dietician and as per the licensing requirements.
- Responsible to ensure maintenance staff develop, implement, and maintain the facility Maintenance Plan as per designated schedule.
- Develop and enforce all policies and procedures are developed and implemented to support the Centre's operations.
- Maintain adequate knowledge of BC Residential Care Act service standards and practices and implement these standards to ensure the Centre's service delivery reflects industry best practices.

Budget and Resource Management

- Has input on the facilities budget and is responsible for tracking expenditures, staying within budget limits, forecasting costs and identifying opportunities for cost savings.
- Negotiate contracts and service agreements with vendors and suppliers, ensuring competitive pricing, and adherence to service level agreement.
- Monitor utility usage and implement efficiency measures to optimize operational expenses.
- Oversees the cleaning staff's inventory of cleaning supplies, maintenance tools, and other facility related materials.
- Oversee the Head Cook's inventory of food budget ensuring a nutritious diet is provided with maintained portion controls and waste is kept to a minimum.
- Ensure accurate records are kept of all maintenance activities, repairs and supply usage.

Emergency Preparedness

- Develop and implement emergency response plans for situations such as fires, floods or other crises.
- Ensure staff are trained in emergency procedures and conduct regular practice drills.

All employees working for the We Wai Kai Nation and Tsakwa'lutan Healing Centre are required to work collaboratively and supportively to achieve the overall goals of the Nation. As such, employees are expected to work outside of their own jobs and job descriptions from time to time to achieve the goals of the organization. Job duties and work schedules may be changed from time to time to achieve these goals.

About You

To qualify, you will need professional experience in facilities and/or operational management, ideally in healthcare or community-oriented settings, and a commitment to cultural respect.

Additionally, the following skills and background will be highly valued:

- Related post-secondary business training, including budgeting and personnel management
- Several years of successful experience managing a similar residential care facility
- Working knowledge of industry standards, practices, laws, and regulations
- A high level of experience and a problem-solving mindset to identify and resolve complex interpersonal and technical issues
- Human resources experience and skills, including managing and mentoring staff to achieve their best performance
- Policy and procedure development and implementation
- Computer skills, including working knowledge of the MS Office suite
- Organizational and time management skills with attention to details and accuracy
- Flexible work practices – to lead, to work independently, and to cooperate as a team member, as required
- Ability and willingness to create a workplace culture valuing the health and safety of employees and clients
- Positive and respectful outlook towards their job, other employees, and the clients they serve
- Modeling of and adherence to the workplace rules and policies of the Healing Centre and the Nation, the established procedures related to this position, and to generally accepted work practices related to respectful and cooperative team performance
- Clean criminal record, including a vulnerable sectors check
- Valid driver's license

About the Benefits

A competitive salary range of **\$75,000 – \$90,000** per annum and a host of excellent benefits including:

- Extended health, dental, and vision coverage
- Pension with up to 9% employer match
- Pick-up and drop-off available from Campbell River ferry
- Beautiful facility along the ocean

How to Apply

Interested candidates are invited to submit their application package to info@healingcentre.ca.

Application packages should consist of a letter of interest outlining how your previous experience and education align with this position and a most recent CV together in one PDF document. If you would like to learn more, inquiries before application submission are also welcome.

We encourage applicants to submit applications as soon as possible as applicants will be reviewed on an ongoing basis. We thank all applicants for their interest; only those selected for an interview will be contacted.

Please note – the successful candidate must provide three references and a clear criminal record check, including a vulnerable sectors check. Preference will be given to persons of Indigenous ancestry.