



PULFORD COMMUNITY LIVING SERVICES INC.

Job Posting House Manager, Full Time

Job Description:

In collaboration with the Program Coordinator, the House Manager will be supporting individuals with a developmental disability in the community. This is done by spending time with the person, getting to know them, their families, and their support networks. This “hands on” position involves supervising a team of employees as well as working evenings, days, and weekends when necessary, with rotating on-call responsibilities. They must also possess a clear understanding of what “community living” is as well as have a strong understanding of Safety and Health in the workplace.

Job Responsibilities:

- Individual Support and Development
- Relationships and Community Involvement
- Advocacy
- Health
- Financial Management
- Safety and Health

Job Requirements:

- 1+ years of management experience
- Administrative Experience
- Proven organizational skills
- Use of a vehicle
- Satisfactory Criminal Record Check
- Current First Aid certification
- Subject to an Adult and Child Abuse Registry Check

All interested applicants are to submit a comprehensive resume along with a cover letter.

We would like to thank all applicants for their interest, however, only those identified for further consideration will be contacted.