



TRANSITION HOUSE MANAGER - JOB DESCRIPTION

JOB SUMMARY

The Transition House Manager works in a residential setting for 35 hours a week, including some evenings and weekends, with men who may be experiencing chronic illness, mental illness and/or recovery from addictions. Staff work both independently and as part of a team at any of Ryandale's properties within Kingston, ON.

Staff contribute to and support the implementation of Ryandale's Strategic Priorities, and provide monthly update reports as well as individual and summative information to Ryandale administration on request. Staff model self-care, self-awareness, healthy living, competence, flexibility, and values of trust and hope.

TERM:

This is a contract position renewable annually based on performance and funding.

SALARY/WAGE:

\$24 - \$26/hour, according to experience

RESPONSIBILITIES AND DUTIES

1. Service Engagement

- Participate in intake, orientation and exit interviews with residents
- Identify goals and create a reintegration plan/program with each client
- Actively listen to resident concerns and help with a deeper understanding of their situation and self
- Provide crisis support and/or referral as required

2. Assessment

- Make note of resident acuity level and progress towards goals
- Assess social and environmental factors impacting the residents
- Note incidents and changes in resident health and/or behaviour as needed
- Ensure appropriate handling of files and protection of personal information

3. Service Delivery:

- **Education:** Using principles of psychosocial rehabilitation, offer support with medication and health teaching, and assist residents in learning and managing activities of daily living.
- **Case Management:** Identify recovery planning and regularly review plans with residents, identify and report changes in residents' needs, health and behaviour, and maintain a safe house environment.
- **Outreach:** Provide Ryandale information as requested to outside agencies, contact support workers, landlords, agencies and other organizations as needed, coordinate services with other agencies and organizations, and identify gaps in service.

4. Community Relations/Advocacy

- Engage in professional activities that promote Ryandale's Vision, Mission and Values
- Positively represent Ryandale in inter-agency initiatives



5. Organizational Responsibility

- Participate in consultation and debriefing with other house managers, administrator and board members
- Ensure accurate and timely documentation of events and interactions
- Collect and account for any fees/monies collected from residents as applicable and provide receipts

JOB QUALIFICATIONS

Knowledge, Skills and Abilities:

- Willing to learn
- Able to work in partnership with residents
- Able to observe boundaries, engage in appropriate emotional regulation, and refrain from dual relationships with residents
- Able to make sound clinical judgments and effectively communicate them to others
- Excellent organizational and communication skills
- Flexibility to work independently on a range of tasks
- Some computer skills and competency in Microsoft Office Suite

Education

Bachelor's Degree or College diploma preferred. Current registration with OCSWSSW or a regulated body under the Regulated Health Professions Act preferred.

Experience

One to three years of experience with mental health, addictions and community-based housing services preferred.

Additional Requirements

- Proof of vulnerable sector check (CPIC)
- Must refrain from illegal activities during or outside of work during the course of employment
- Willingness to participate in random drug testing
- Knowledge of WHMIS, fire, health and safety procedures preferred
- First aid/CPR certification preferred

DISCLAIMER: Because of the changing nature of work and the work to be done, job qualifications and job descriptions may be altered from time to time.