

# Manager

## Men's Therapeutic Recovery Community

### Port Alberni Shelter Society (PASS) Oceanside – Vancouver Island, BC

Port Alberni Shelter Society (PASS) is launching a new Men's Therapeutic Recovery Community grounded in the internationally recognized **community-as-method** model. This structured residential program integrates accountability, peer leadership, meaningful work, and clinical oversight to support long-term recovery.

We are seeking a decisive, systems-oriented **Manager** to lead operations, build team culture, and ensure high standards of safety, performance, and compliance from day one.

This role requires a confident operator who can balance compassion with accountability and vision with disciplined execution.

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## Position Overview

The Manager is accountable for the overall operational performance of the program. You will lead staff, oversee systems, manage risk, ensure regulatory compliance, and cultivate a structured therapeutic environment that produces measurable outcomes.

Success in this role requires strong judgment, clarity in expectations, and the ability to build a high-functioning team culture grounded in responsibility and respect.

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## Core Accountabilities

- Provide full operational oversight of the residential recovery program
- Recruit, supervise, coach, and performance-manage staff
- Establish clear expectations, structure, and daily operational rhythms
- Ensure adherence to policy, documentation, and regulatory standards
- Oversee intake processes, incident management, and case coordination
- Monitor budgets, staffing models, and resource allocation
- Lead regular team meetings focused on accountability and continuous improvement

"Port Alberni Shelter Society (PASS) is located on the traditional unceded territory of the Hupacasath and Tseshaht First Nations. PASS recognizes the impact of the trauma experienced by Indigenous people in the colonial encounter and works with all people on Vancouver Island for healing and repair of these and other traumas.

- Foster a pro-social, structured environment aligned with therapeutic community principles
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## Ideal Candidate Profile

- 3–5+ years progressive leadership experience in residential services, mental health, addictions, corrections, or supportive housing
- Proven ability to manage teams, navigate complexity, and drive operational consistency
- Strong administrative and reporting capability
- Demonstrated experience with compliance, licensing, and risk management
- Clear communicator who leads with both firmness and empathy
- Post-secondary education in social services, health, or related field preferred

*A combination of relevant education, knowledge, and lived or professional experience will be considered. Candidates who do not meet every qualification but demonstrate strong leadership capacity are encouraged to apply.*

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## Compensation & Benefits

- Annualized salary up to **\$80,641** based on a 40-hour work week
- Enrollment in the **Municipal Pension Plan (MPP)**
- Comprehensive benefits package for the right candidate

## How to Apply

Interested candidates are invited to submit a resume and cover letter outlining their leadership experience and alignment with this role.

Please send applications to: **[resume@portalbernishelter.com](mailto:resume@portalbernishelter.com)**

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

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