



## BEHAVIOURAL HEALTH FOUNDATION

35 avenue de la Digue  
Winnipeg, Manitoba R3V 1L6  
Phone: (204) 269-3430  
Fax: (204) 269-8049

<b>Position</b>	<b>Night Supervisor</b>
<b>Department/Program</b>	Addiction Treatment Services
<b>Reporting</b>	Director of Programs
<b>Employment type</b>	Part Time, Casual
<b>Shift / hours</b>	Up to 30 hours a week
<b>Salary</b>	\$18.20/hr
<b>Shift</b>	11:00 pm – 7:00 am

### ABOUT US

The Behavioural Health Foundation (BHF) is a Therapeutic Community providing long-term bed-based treatment for adults and family units experiencing issues related to substance use and co-occurring mental health concerns. Programming includes individual and group counselling and focuses on wholistic person centered wellness. Adult education, employment development and life skills are key components of supporting residents to move to healthier coping and life choices.

BHF is one of the few programs where adults can enter with their children or reunify with children not in their care while they are in the program. With dedicated childcare and K-6 education on site, the program offers healing opportunities for the whole family. The Indigenous Services at BHF offer Traditional Teachings and Ceremonies to residents and community members. Traditional healing in a trauma informed environment has strengthened many members' success in changing their lives. The Outreach team supports members working to maintain healthy choices as they transition back into their communities.

Visit [www.bhf.ca](http://www.bhf.ca) to learn more about our programs.

### JOB SUMMARY

Reporting to the Director of Programs, or in her absence the Assistant Director, the Night Supervisor will be directly responsible for the care and well-being of the residents and the security of facilities during scheduled shifts.

### QUALITIES AND QUALIFICATIONS

- Minimum Grade 12 diploma, with basic writing skills to facilitate the completion of documentation.
- Possess knowledge of substance abuse issues and treatment methodologies.
- Able to work with minimal supervision and exercise mature judgment.
- Ability to work independently and in a team environment.
- Must be self-motivated and well organized.
- Knowledge and understanding of Indigenous history, culture, practices, customs, and beliefs.

### SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

- Provide care and supervision of BHF's residents and buildings by ensuring that rounds of the entire BHF property are completed during each shift, ensuring residents' safety and security.
- Set limits on resident behaviour and enforce same in accordance with program expectations.
- Ensure all conditions of bail recognizance orders, conditional sentence orders, and probation are being adhered to by program members and report to the Program Director when a breach of condition occurs as well as ensuring the appropriate authorities are advised of the same.

- Complete the Night Supervisor Overnight Checklist for each shift worked.
- Intervene and write Incident Reports with regard to crisis/emergency situations, discharges, etc. according to program guidelines.
- Supervise resident night person ensuring he/she is performing his/her duties and completing the Night Person Duties sheet each night

### **CONDITIONS OF EMPLOYMENT:**

- Satisfactory Criminal Record Check with vulnerable sector check and child abuse registry check (no older than three months)
- A valid driver's license with a reliable vehicle and a satisfactory drivers abstract.
- Must be legally entitled to work in Canada.
- Mental Health First Aid Certificate is considered an asset.
- Valid First Aid / CPR Certification an asset
- Must be able to work in a fast-paced environment.
- Must demonstrate a strong work ethic and be reliable.
- Maintain strict confidentiality guidelines regarding all clients and conversations.

### **BENEFITS**

- Fully employer paid comprehensive benefits package (Medical and Dental, Vision, AD&D, Critical Care Coverage)
- Mental Health Coverage, Resources and Support - \$2,000 per calendar year
- 5 % matched pension program
- 3 weeks' vacation to start
- Worker's Compensation Coverage
- Training and development, including NCI, First Aid and Cultural Competency
- On site Indigenous teachings/ceremonies (paid time off to attend)
- Free lunch, coffee, and snacks
- On site fitness facility
- Free parking on site
- Opportunities for education agreements for job related training
- Company paid dues for employment related professional designation
- Mileage reimbursement (when applicable)
- A park-like suburban setting makes coming to work a pleasure
- Casual dress

### **HOW TO APPLY**

Applicants can express their interest by submitting a cover letter along with their resume and salary expectations to [leslien@bhf.ca](mailto:leslien@bhf.ca) We thank all applicants, but only those being considered for an interview will be contacted.

*Behavioural Health Foundation is an equal opportunity employer that pledges to uphold a workplace culture of inclusion, diversity, compassion, and respect. BHF offers competitive salaries and excellent benefits and is committed to cultivating an environment where work-life balance is valued.*