

Manitoba Government Job Opportunities

Operations Site Coordinator

SK4 Service Worker 4

Term/full-time

Until December 30, 2022 with possibility of extension

Department of Families

Manitoba Development Centre, Community Service Delivery

Portage la Prairie MB

Advertisement Number: 38320

Salary(s): SK4 \$42,866.00 - \$50,296.00 per year

Closing Date: December 20, 2021

The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).

Employment Equity is a factor in selection for this competition. Consideration will be given to women, Indigenous people, visible minorities and persons with disabilities.

An eligibility list may be created to fill similar positions at the centre and will remain in effect for 12 months.

This position is designated to comply with the Public Health Orders related to COVID-19 vaccination or testing requirement.

Consider this excellent opportunity with the Manitoba government at the Manitoba Developmental Centre (MDC), located 45 minutes west of Winnipeg in the City of Portage la Prairie. The MDC, a branch of the Department of Families, is an accredited residential care facility providing specialized services to individuals with an intellectual disability and complex needs. On-site interdisciplinary teams provide a wide range of services to residents to ensure that every individual's needs are met and quality of life is enhanced. The Manitoba government has a comprehensive benefits package which includes health spending, dental, vision, long term disability, supportive employment, maternity and parental leave, and a defined pension plan.

Conditions of Employment:

- Must be legally entitled to work in Canada
- Satisfactory Criminal Record Check with Vulnerable Sector Search
- Must be physically able to perform position duties including standing, reaching, bending, lifting and pushing/pulling loads up to, and at times exceeding 75 pounds

Qualifications:

Essential:

- Post secondary education in Leadership (certificate preferred). Other combinations of education and experience may be considered
- Experience working in a multi disciplinary health care service delivery environment

- Supervisory experience with the ability to lead staff through the process of finding innovative solutions to issues which require improvement
- Experience in commercial/industrial food services, housekeeping services, laundry services, transportation/delivery services and/or materials management
- Strong verbal communication skills
- Strong written communication skills
- Strong organization and time management skills
- Strong interpersonal skills with the ability to negotiate and resolve conflict
- Ability to work collaboratively in a team environment
- Experience working with Microsoft Office (Word, Excel and Outlook)

Desired:

- Experience working in a unionized environment, with a collective agreement.
- Knowledge of the operational planning and budgeting process
- Knowledge of accreditation and continuous quality improvement
- Knowledge of Fire Alarm/Alert System/Emergency Response Procedures

Duties:

The Operations Site Coordinators, under the direction of the Operations Manager, function as a team to ensure MDC's service environments are respectful, caring, safe and accessible and contribute to the organization's productivity including the effective service delivery of Nutrition/Food Services, Housekeeping Services, Laundry/Linen Services, Transportation/Delivery Services and Materials Management to MDC residents, staff and visitors. Operations Site Coordinators manage, coordinate, and supervise service workers that provide operational supportfunctions to MDC. They ensure compliance with all applicable health and safety regulations and codes and will be responsible for assessing situations to determine whether an emergency exists, consulting with on-call executive management and coordinating shared resources from all areas of operations, activating emergency procedures as required.

Apply to:

Advertisement # 38320

Service Centre 4

Human Resource Services

600-259 Portage Avenue

Winnipeg, MB , R3B 2A9

Phone: 204-945-7518

Fax: 204-945-0601

Email: govjobs@gov.mb.ca

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

Please be advised that job competitions may be grieved and appealed by internal applicants. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative or the grievor, if unrepresented. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.

We thank all who apply and advise that only those selected for further consideration will be contacted.

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Any personal information provided including employment equity declarations will be used for employment and/or statistical purposes and is protected by The Freedom of Information and Protection of Privacy Act.

Alternate formats available upon request