

## Who are we

Knowles Centre is a community-based, non-profit social service agency for children, adolescents and young adults facing difficult times in their lives. It began as a home for boys in 1907 and today provides a range of therapeutic and skills-based programs to young people from Manitoba and other communities throughout Canada.

Knowles Centre is made up of a team of 130 full-time, part-time and casual employees. Each day we strive to help young people and their families address past struggles, develop healthier relationships and ways of life, and reach their full potential in the future.

We do this by providing the following programs:

- Healing Homes
- Treatment Foster Care
- SAIL Program
- Day Treatment
- Sexual Abuse Treatment
- Moving Forward Counselling

In addition, we offer or arrange support services that complement our core programs, including:

- *Bimautaziwin* Aboriginal Cultural Program
- Recreation Program
- Camp & Outdoor Education Program
- Access to psychiatric consultation
- Program partnerships with River East Transcona School Division

Knowles Centre is a registered, non-profit, charitable organization governed by an elected Board of Directors.

## We are hiring! Onsite Facility Worker (full-time, permanent)

S.A.I.L. is inviting applications for an **ONSITE FACILITY WORKER**

**Position:** 1 Full Time Onsite Facility Worker

**Hours:** 8 AM – 4 PM Monday to Friday includes statutory holidays

**Posting date:** August 23, 2022

**Start date:** ASAP

**Salary Range:** as per collective agreement

**Summary:** The onsite Facility Worker oversees the building(s) and property maintenance ensuring the grounds, buildings and client suites are in good, clean, safe and sound repair. The FW is also responsible for the safety and security of the clients residing in the SAIL apartments providing additional support to clients when required.

### Duties include (but are not limited to):

- Provides support and supervision of clients residing in apartment buildings
- Responsible for the security of the apartment buildings, vehicles, and grounds
- Arranges for building repairs to be completed via Maintenance Work Orders
- Responsible for lawn care, snow removal, building cleaning
- Arranges for bulk waste pick up, snow removal in parking lot
- Conducts unit condition reports, monthly suite inspections, monthly fire drills and panic alarm testing
- Helps coordinate the annual servicing of emergency safety devices such as fire extinguishers, emergency lights, fire alarms etc.
- Performs minor repairs including (but not limited to) plumbing, replacing light bulbs, window screen replacement etc.
- Manages laundry funds
- Ensures vacant suites are in move in condition for new clients
- Providing daily case notes on each client, incident reports and other required documentation
- Provides information to Support Workers, on site supervisors, and Case Managers

- Reviews and documents video footage and reports any observed concerns

**The successful candidate will have:**

- Minimum Gr.12, (Post-secondary education preferred) Experience working in an independent living program is an asset
- Valid MB driver's license
- Strong interest in and experience working with high needs, at-risk youth
- Ability to perform minor repairs
- Excellent interpersonal skills
- Excellent problem-solving skills with the ability to schedule and prioritize work
- Excellent communication skills
- Valid First Aid/CPR, Non-Violent Crisis Intervention

***As a condition of employment, proof of COVID-19 vaccination is required.***

***Knowles Centre is committed to providing a safe environment for children and youth. All applicants will be thoroughly screened using background checks and a review process.***

## Why work at Knowles Centre?

There are great opportunities open to those who know making a BIG difference starts with the little things.

- Competitive salary
- 3 weeks' vacation to start
- Paid sick time
- Free parking
- Defined benefits pension plan
- Extended health plan and long-term disability
- Optional additional life insurance
- Support for life-long learning and professional development

**Posting date:** Tuesday, August 23, 2022  
**Deadline for applications:** Until the position is filled  
**Salary Range:** As per collective agreement  
**Tentative start date:** As soon as possible

Indigenous candidates are strongly encouraged to apply.

All applicants are required to submit their résumé and cover letter, as well as complete an [employment application](#) (available on our website) to:

SAIL Program Director  
Knowles Centre Inc.  
2065 Henderson Highway  
Winnipeg, Manitoba  
R2G 1P7

Or email: [sail@knowlescentre.org](mailto:sail@knowlescentre.org)

This e-mail address is being protected from spam bots, you need JavaScript enabled to view it  
No phone inquiries please

We thank all who apply; however only those applicants selected for an interview will be contacted.

Knowles Centre acknowledges that we are gathered on Treaty 1 territory, the traditional territory of Anishinaabe, Cree, Oji-Cree, Dakota, and Dene People, and the homeland of the Métis Nation. With the spirit of reconciliation and decolonization, we seek to understand our place in history, and build alliances with Indigenous communities through education and collaboration.