



JOB DESCRIPTION

JOB IDENTIFICATION: CONTRACTUAL POSITION

POSITION TITLE: REINTEGRATION CENTRE MANAGER

ORGANIZATION: VISION ON MISSION

LOCATION / DIVISION: - 5 RAILWAY ROAD, SAN JUAN

SALARY:

JOB SUMMARY:

Under the general supervision of the Executive President and the direct supervision of the Programme Coordinator, the Reintegration Centre Manager will be responsible for overseeing VOM's In-Transit Centre.

REPORTING RELATIONSHIPS

**REPORTS TO: PROGRAMME COORDINATOR & INDIRECTLY TO
EXECUTIVE PRESIDENT**

SUPERVISION GIVEN TO: VOM'S CLIENTELE

DUTIES AND RESPONSIBILITIES:

- Acts as custodian and overseer for Vision on Mission resources at the In Transit Centres.
- Interacts with VOM's clients and ensures adherence to stipulated rules of the facility.

- Manages all administrative processes including Attendance Rolls, Incident Reports and Leave Requests.
- Manages the maintenance Schedule of the facility.
- Manages the daily in-House Duties Roster to ensure facility is maintained.
- Manages disciplinary issues relating to clients.
- Develops and implements activities to promote the core values of Vision on Mission.
- Communicates all policy changes required of clients.
- Works with the Programme Coordinator for the development of clients.
- Oversees the clients' timely self-administration of prescribed medication.
- Liaise with other staff in regards to clients / policies / routines / discipline / supervision, etc.

KNOWLEDGE, SKILLS, ABILITIES:

This person must have or be willing to develop working knowledge of homeless issues, client advocacy, community resource, drug and alcohol issues, and human development.

- Sensitive to needs and issues of offenders and ex-offenders, socially displaced, deportees and at-risk youth
- Ability to supervise VOM's target clientele is required
- Ability to respond appropriately to cultural differences with VOM's clients.
- Excellent oral, written and electronic communications
- Excellent interpersonal skills
- Experience in residential homeless services is preferred
- Social work experience preferred

QUALIFICATIONS AND EXPERIENCE:

- Must possess at least 5 O' Levels or 3 A' Levels
- At least 2 years similar supervisory/managerial experience required

To what extent does this job entail travelling?

Daily ()

Weekly (✓)

Monthly ()

Not applicable ()