

Site Director

Your mission

Reporting to the Director of Operations, the Director manages and directs all matters, and the relationship of the Centre and Moncton staff while ensuring the quality and consistency of the program services under his responsibility. He coordinates and supervises the activities of the various unit heads and maintains a work environment that is conducive to efficiency and productivity. He coordinates the centre's clinical and operational activities in accordance with the organization's business plan and strategic objectives.

Daily Routine

- Ensure the quality of care and services provided to clients and families through the programs on site, and the services taking place off site such as the Moncton Community Care Program, aftercare, the continuum of care and parent groups, under his/her responsibility
- Make sure care and services are satisfactory and in compliance with the organization's current policies and procedures
- Validate the arrivals and departures of residents under care
- Supervise and follow up on various service contracts entered into by the centre
- Take action and make final decisions regarding crisis management
- Hire, integrate and supervise employees at the centre in accordance with human resources policies
- Manage the centre's overall budget
- Take part in the planning, drafting and approval of the Centre's annual budget
- Work on succession planning for each position in the centre
- Perform all administrative follow-ups concerning the daily operations of the centre
- Attend various internal and external clinical and administrative meetings
- Promote respect, transparency, mutual assistance and accountability and ensure the well-being of clients, employees and the community
- Coordinate with various head office departments, including admissions, family services, social reintegration and training, to ensure the efficient management of resident services
- Represent the organization and develop relations with external partners and the community
- Make sure the work performed by employees, interns, volunteers, contract employees and all other contributors under his/her responsibility is geared to the well-being and safety of the organization's clients and their families
- Ensure compliance with the organization's mission, objectives and values

Your Experience

- University degree in a field related to health sciences or drug addiction
- Minimum 7 years of experience in a supervisory position
- Excellent knowledge of written and spoken English; spoken French knowledge as a big asset;
- Strong understanding of addiction-related issues and the ecosystem of the field
- Knowledge of the therapeutic community environment is an asset
- Solid knowledge of laws and regulations pertaining to rehabilitation centres
- Solid knowledge of government organizations and structures that interact with rehabilitation centres
- Excellent leadership, communication and negotiation skills
- Excellent problem analysis and resolution skills

Your schedule and your benefits

- **Position:** full-time, 35 hours per week, permanent
- **Schedule:** Daytime schedule, Monday to Friday
- **Salary: salary range:** starting at \$86,000 and based on experience, in accordance with the salary scale.
- **Benefits:** 4 weeks of vacation per year, Group Insurance, RRSP/Registered Retirement Savings Plan employer contribution, 13 statutory Holidays per year, accumulation of 7 sick days per year, EAP and more
- **Other benefits:** On-site parking, virtual healthcare services, work-family balance, referral bonus and more
- **Available for occasional travel**

To consult the job description, please visit the Portage Career page by following the link: [career page](#) or career@portage.ca

The use of the masculine gender is for the sole purpose of lightening the text and is not intended to be discriminatory.

We thank all applicants for their interest; however, only selected (or successful) applicants will be contacted.