



BEHAVIOURAL HEALTH FOUNDATION

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St. Norbert, MB R3V 1L6
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Position	Maintenance Assistant
Department/Program	Administration Department
Employment type	Full Time, fixed term contract (3 months)
Shift / hours	40 hours a week
Salary	\$32,393 yearly / \$17.30 per hour
Posting Date	April 22, 2024
Closing Date	May 10, 2024
Number of Openings	1

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 to learn more about our program.

JOB SUMMARY

The Maintenance Assistant performs a variety of skilled activities ranging from safety improvements, troubleshooting, maintenance and repair of the Behavioural Health Foundation buildings and grounds.

Activities on a daily basis of the BHF maintenance assistant includes but not limited to grounds, plumbing, electrical, air conditioning, refrigeration, carpentry, painting functions and preventive maintenance checks. Candidate would perform duties concerned with both the building and the grounds, while coordinating with other departments within the residence so as not disrupt resident care or normal business functions.

The ideal candidate should be capable to work on their own and manage their time accordingly. This position will be assigned a specific list of tasks such as repairs, painting, etc. The ideal candidate may be allowed flexibility with scheduling and there is the possible potential for extended work.

QUALITIES AND QUALIFICATIONS

- Complete Grade 12 education, Some training/knowledge in plumbing, electrical work, painting, cleaning and other minor repairs
- Must be able to read, write and speak English.
- Good written and oral communication skills needed.
- Ability to complete paperwork and prepare reports.
- Ability to lift 40lbs
- Experience working in a residential treatment setting is an asset.
- Knowledge and understanding of Indigenous history, culture, practices, customs, and beliefs.
- 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.
- Organizational and planning skills with related decision-making abilities

SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

- Assist the Maintenance Director in ensuring that work orders and maintenance tasks are responded to in a timely manner.
- Assist in regular inspections, repairs and preventative maintenance of equipment and facilities.
- Perform routine maintenance and repairs of the heating, air conditioning and building system, etc.
- Perform minor maintenance work in and around buildings.
- General maintenance such as drywall repair, carpentry, painting, general installation of fixtures and building accessories, etc.

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, conversations, and referrals.

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 for Psychologist/Social Worker/Clinical Counsellor/Marriage and Family Therapist/Psychoanalyst/Psychotherapist
- 5 % matched pension program
- 3 weeks' vacation to start.
- Paid health leave
- Worker's Compensation Coverage
- Compressed work schedule (optional 4/10 work schedule) in some positions
- 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
- Employee discount program
- 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 sheilab@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.