



BEHAVIOURAL HEALTH FOUNDATION JOB POSTING

Position:	Assistant Director, Breezy Point
Department/Program:	Breezy Point (Women-Specific Program)
Employment Category:	Full-Time, Permanent
Shift/Timing:	Regular daytime hours, with occasional evenings and weekends as required; participation in on-call rotation
Reports to:	Executive Director
Salary:	Starting at \$25.45 / hour or \$52,946.18 annually
Posting Date:	October 1, 2026
Close Date:	Until Filled
Number of Openings:	1

Position Summary

The Assistant Director, Breezy Point provides day-to-day operational leadership and formal employee supervision within Breezy Point's women-specific, family-inclusive Therapeutic Community. The position supports safe and consistent operations, staff alignment, scheduling, resident engagement, daily structure, family-inclusive practice, and service integration.

Reporting to the Executive Director, the Assistant Director works alongside other Assistant Directors, Keyworkers, Program Support Workers, Night Lead Support Workers, the Nurse, Counsellor, Health & Wellness Support Staff, Wraparound Supports, Indigenous and Cultural Supports, Heritage Daycare Centre, the K-6 School Program, and approved partners. This role includes participation in an on-call rotation to provide after-hours operational leadership.

Key Outcomes

In this role, success will be reflected in:

- A safe, structured, and consistent Therapeutic Community environment, with program drift identified early and clarity restored before concerns grow.
- Reliable, fair staffing coverage within approved resources, with call-ins, leave, and scheduling changes managed promptly and clearly communicated.
- Supervised staff who receive regular one-to-one supervision, coaching, and feedback, and who demonstrate consistent practice and follow-through.
- Strong resident engagement, participation, and peer accountability, with calm restoration of community structure following conflict or significant events.
- Safe, coordinated transitions among residential, family, Daycare Centre, School Program, appointment, and community-service environments.
- Ongoing compliance with BHF policies and procedures, CARF standards, privacy requirements, and documentation expectations.

Key Responsibilities

In collaboration with the Executive Director, the successful candidate will provide leadership in the following areas:

Operations, Scheduling & Coverage

- Oversee day-to-day operations, staffing, program flow, routines, transitions, environmental needs, and approved schedules.
- Develop and maintain staff schedules within approved resources, responding to call-ins, leave, workload, resident needs, and safety requirements.
- Maintain fairness, clear communication, and accurate records when coverage changes, and provide immediate operational direction to staff working approved cross-program coverage.
- Identify early program drift and restore clarity before concerns become larger.

Employee Supervision & Development

- Provide formal supervision to assigned Breezy Point staff, including Keyworkers, Program Support Workers, Night Lead Support Workers, and casual staff.
- Provide direction, coaching, mentoring, feedback, workload support, attendance follow-up, and performance development through structured monthly or regular one-to-one supervision.
- Use situational, reflective, trauma-informed, strength-based, and coaching approaches that support staff judgement without taking over their work.
- Recognize effective practice, address gaps directly and respectfully, and document agreed actions, responsible persons, and target dates when formal follow-up is required.

Resident Engagement, Community Safety & Incident Leadership

- Promote participation, responsibility, peer accountability, daily structure, and learning-focused responses.
- Identify changes in engagement, isolation, conflict, parenting or family stress, community tone, or safety.
- Apply Cardinal Rules and approved safety procedures consistently, and support calm restoration of community structure following conflict, crisis, or significant events.
- Ensure post-incident communication identifies facts, actions, follow-up, ownership, and learning without blame.

Women-Specific & Family-Inclusive Practice

- Provide visible leadership in a smaller, women-specific, family-inclusive residential environment.
- Recognize how trauma, parenting stress, family relationships, child well-being, Child and Family Services involvement, separation, and reunification goals may affect engagement.
- Maintain respectful boundaries with Heritage Daycare Centre and the K-6 School Program, and address child-safety concerns promptly through approved reporting and escalation procedures.

Integrated Team & Cross-Portfolio Collaboration

- Support one shared resident plan in collaboration with the Keyworker, who retains responsibility for coordinating the resident's overall plan.
- Collaborate with Wraparound Supports, including Continuum of Care, Intake, Justice and Community, Family and Parent Supports, and Indigenous and Cultural Supports, to ensure timely referrals, hand-offs, and confirmed follow-through.
- Work with the Nurse, Counsellor, and Health & Wellness Support Staff on operational matters while respecting their professional scope and judgement.
- Work collaboratively with other Assistant Directors when responsibilities cross portfolios.

Decision-Making, On-Call & Escalation

- Exercise operational authority within role scope and consult when time and safety allow.
- Participate in the on-call rotation and provide after-hours operational leadership.

- Escalate significant incidents, complaints, unresolved risk, staffing concerns, policy questions, and organization-wide implications to the Executive Director.

Confidentiality & Information Management

- Maintain the confidentiality of resident, family, child, employee, health, and organizational information, sharing only what is required for an authorized purpose.
- Report suspected or actual privacy breaches immediately through approved BHF procedures.

Cultural Awareness & Inclusion

- Apply trauma-informed, harm-reduction informed, strengths-based, culturally responsive, and family-aware leadership.
- Support access to Indigenous and Cultural Supports, Elders, ceremony, land-based activities, and community resources.
- Respect decisions made by authorized cultural roles concerning cultural programming, protocol, teachings, ceremony, sacred medicines, and traditional practice.

Qualifications

Education

- Post-secondary degree or diploma in Social Work, Psychology, Human Services, Addictions, Community Development, Leadership, or a related field is preferred.
- Equivalent combinations of education, leadership training, relevant experience, cultural knowledge, lived experience, and demonstrated ability may be considered.

Experience

- Progressive experience in residential treatment, Therapeutic Community, addictions, mental health, human services, or a related setting.
- Experience in employee supervision, coaching, scheduling, operational coordination, performance follow-up, and managing complex situations.
- Experience in women-specific environments is an asset.

Knowledge & Skills

- Strong leadership, supervision, coaching, scheduling, judgement, and conflict-resolution skills.
- Strong communication, documentation, facilitation, report-writing, and computer skills.
- Knowledge of Therapeutic Community practice, trauma-informed leadership, addictions, mental health, family-inclusive practice, privacy, and residential operations.
- Knowledge of Indigenous histories, cultures, traditions, perspectives, and ways of knowing, practised with cultural humility.
- Ability to recognize and respect professional, cultural, childcare, educational, operational, and leadership boundaries.

Additional Requirements

- Satisfactory Criminal Record Check completed prior to employment.
- Child Abuse Registry Check completed prior to employment; must not be listed.
- Valid Driver's Licence.
- Current First Aid, CPR, and CPI certification, or willingness to obtain.
- Ability to participate in the on-call rotation and work a flexible schedule, including occasional evenings and weekends.

Ideal Candidate

- **Leads by example:** Brings a consistent, fair, and visible presence to the program.
- **Builds strong teams:** Coaches and develops staff while holding clear expectations and supporting their judgement.
- **Collaborative:** Values the integrated team model and respects the scope and authority of every role.
- **Effective communicator:** Listens actively, communicates respectfully, and follows through.
- **Calm under pressure:** Restores structure and clarity during conflict, crisis, or significant events.
- **Family-aware:** Understands the realities of parenting, family stress, and reunification in recovery.
- **Culturally grounded:** Demonstrates respect for Indigenous culture, traditions, and perspectives, and is committed to supporting women and families in recovery.

What We Offer

- Opportunities for career growth and advancement within BHF.
- A meaningful role supporting women and families on their path to recovery.
- Fully employer-paid comprehensive benefits package and 5% matched pension program.
- Training and development, including NCI, First Aid, and Cultural Competency, and on-site Indigenous teachings and ceremonies.

How to Apply

Interested applicants must submit a written Expression of Interest (maximum two pages) and resume to **Paulah@bhf.ca**.

Behavioural Health Foundation (BHF) is committed to increasing Indigenous representation within our workforce and strongly encourages applications from First Nations, Métis, and Inuit candidates. As an organization grounded in Indigenous-informed and therapeutic community practices, we value Indigenous knowledge, culture, and lived experience and are dedicated to providing equitable employment opportunities within a respectful, inclusive, and culturally safe workplace.

Behavioural Health Foundation is an equal opportunity employer committed to a workplace culture of inclusion, diversity, compassion, and respect. We will gladly provide accommodation at any stage of the selection process upon request. If you require support, please contact Human Resources.