

The Entrust difference starts with our people.

We are a dedicated team of compassionate, creative, and positive individuals working collaboratively to provide exceptional support and care to our clients and their caregivers.

Our Vision: To Support ALL needs of ALL individuals.

We have leadership opportunities open throughout Edmonton, Red Deer, Innisfail, and Calgary.

A little about this position:

The **Assistant Manager (AM)** is a critical leadership position that works independently to provide primary supervision of Support Workers as well as front line support, as needed.

We are looking for someone who is patient, kind, trustworthy, mature, empathetic, and caring in nature as well as a good communicator with leadership skills.

Standard Hours of Work: Wednesday to Sunday 2pm - 10pm

Responsibilities:

- Provide oversight and support our front-line Support Workers in all aspect of their role, particularly during their training and residence demonstration.
- Responsible for in-house training, on-going coaching, and evaluation of staff.
- Address concerns in an appropriate and timely manner.
- Ensure Support Workers have the skills needed to adequately assist individuals, create opportunities that enable relationship building.
- Ensure personal care is provided in a dignified and private manner.
- Light housekeeping and meal preparation including grocery pick up and proper storage of foods.
- Attend/follow up with medical appointments, administer First Aid as needed.

A little about what we are looking for:

Qualifications & Experience

- Police Clearance
- Child & Youth Intervention Record Check
- Standard First Aid & CPR Level - C

Assistant Manager

Innovation for Independence



- A diploma or degree in the field of Human Services is mandatory.
- Access to a reliable vehicle (transportation) and a Class 5 AB Drivers License and liability insurance.
- Individuals with previous experience in disability support services preferred.

All Entrust employees must clear a Criminal Background Check and an Intervention Record Check (Child, Youth and Family) along with possessing their First Aid/CPR.

Come be part of something GREAT. Make a difference in someone's life.

Job Types: Full-time, Part-time, Permanent

Entrust was founded on the belief that effective care could be provided for Individuals with developmental disabilities in an external residential setting while maintaining family and community participation.