



<https://onionlakehealth.org/careers/facility-manager/>

Facility Manager

Description

The Facility Manager oversees all facilities, providing leadership and ensuring each facility is Culturally Safe, Trauma-informed, and has a community-centered environment. The Facility Manager is responsible for overseeing the daily operations, financial budgets, clinical treatment plans, staff supervision of coordinators, and safety of all treatment facilities.

Responsibilities

- Ensuring a safe therapeutic environment at all facilities, maintaining compliance with provincial health and safety acts, and managing crisis situations.
- Developing and managing the annual operating budget, including monitoring expenditures and revenues for all facilities.
- Develop and maintain cooperative work relationships with other community agencies and organizations.
- Responsible for the hiring, training, supervision, promotion, discipline, and termination of all Coordinators, providing regular, on-going coaching, mentoring, feedback and timely evaluations.
- Provide consultation and direction to facility coordinators.
- Reporting on a regular basis to Director of Clinical Services on all aspects of the management and treatment services provided at all facilities.
- Include recommendations on appropriate policy and procedural changes required to provide proper management and treatment within the facilities.
- Adhere to guidelines established in the Policy & Procedure Manual.

Qualifications

- Minimum Diploma in Mental Health & Addictions, Social Work, Psychology, Nursing or a related field.
- Bachelor of Nursing, Social Work, Psychology, Addictions with a professional designation, or relevant/equivalent preferred.
- Demonstrated computer literacy, budgeting and record keeping skills, as well as reporting knowledge.
- 3-5 years of experience in management, providing supervision and team leadership.
- Ability to manage crisis situations.
- Excellent communication, organization, and documentation skills.
- Demonstrated experience in Treatment Centre counseling programs is a definite asset.
- Strong knowledge and understanding of the links between alcohol/addictions treatment and health issues at the First Nation community level.
- Knowledge of First Nations history, culture, traditions, values; First Nation organizations/communities' structure, procedures, and protocols.
- Specialized training or work experience in the First Nations Mental Health Framework and Continuum of Care of Harm Reduction, Detox, Treatment, Specialized Treatment, Aftercare and Second Stage Housing.

Hiring organization

OLHBI

Employment Type

Full-time

Date posted

05/05/2026

Valid through

26.05.2026

- Commitment to ethical conduct, professionalism, and continuous learning.
- Deep understanding of, trauma-informed care, and relevant provincial legislation.
- Valid First Aid/CPR, Therapeutic Crisis Intervention (TCI) or similar, Clear Criminal Record Check and a clear Vulnerable Sector Check.

Contacts**DEADLINE DATE: May 26, 2026**

Only qualified applicants will be contacted for an interview.

Interested applicants, who meet the qualifications as listed above, must submit:

1. Cover letter
2. Current resume with dates specified
3. LIST of three Supervisory references with phone numbers
4. Vulnerable Sector Check/Clear Criminal Record Check
5. Drivers Abstract

Attention to: Human Resources

Phone: (306) 344-2330 ext. 2238

Fax: (306) 344-2357

E-Mail: careers@onionlakehealth.org

Mail: PO Box 70 Onion Lake, SK S0M 2E0