



## HIRING A MANAGER IN A LICENSED FACILITY

When hiring a manager to manage the day to day operations of a child care or community care home facility, the licensee is required to ensure that the person being delegated has the personality, ability and temperament necessary to manage the facility. In addition, you must be satisfied that the manager has the training and experience and demonstrates the skills necessary to carry out the duties assigned to them.

If the manager is not qualified in the provision of care to children or vulnerable adults, include a plan for addressing the facility's day to day care issues and provide evidence that demonstrates the manager understands the elements of quality care.

When applying for a new licence, you are required to submit a [Declaration of Suitability - Manager](#) and attach three references as well as the Criminal Record Check for the proposed manager. **For Child Care facilities only** – the licensee and manager complete the [Delineation of Responsibility](#) form and submit.

In addition, you will need to provide a written statement outlining the duties, qualifications, relevant work experience, and suitability of the proposed manager. Along with retaining on site the following documents as evidence of the manager's character and skills. A Licensing Officer will review these documents during the initial inspection. **DO NOT** submit them to Licensing Direct.

- A record of the person's work history.
- Copies of diplomas, certificates or other evidence of the person's training and skills.
- Valid first aid certification (if applicable).
- Evidence of compliance with the Provincial immunization and TB control program as applicable by BC Centre for Disease Control policy.

### If you currently hold a licence and are changing your manager:

The licensee must send a notification to Licensing Direct prior to a change of manager and provide the following information:

- Name of the new manager.
- Date the manager change will take place.
- Complete and submit [Delineation of Responsibility](#) form **(Child Care facilities only)**.

It is the Licensee's responsibility to post the managers name in the facility.

### Contact Us:

Phone: 1-877-980-5118

Email: [LicensingDirect@interiorhealth.ca](mailto:LicensingDirect@interiorhealth.ca)

Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Dākelh Dené, Ktunaxa, Nlaka'pamux, Secwépemc, St'át'imc, syilx, and Tšilhqot'in Nations where we live, learn, collaborate and work together.