

Hiring a Manager in a Licensed Facility

When hiring a manager to manage the day to day operations of a child care or residential care facility, you are required to ensure that the person being delegated as the manager 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 as manager.

If the manager is not qualified in the provision of care to children or vulnerable adults, you should include a plan for addressing the day to day care issues in the facility and provide evidence that the manager is able to demonstrate an understanding of the elements of quality care.

At the time of application 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. This document can be found at [Declaration of Suitability](#).

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 that the person has complied 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 notify 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.

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

Contact Us:

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