

## JOB POSTING –Program Director

### Overview:

Holding responsibility for the overall operations of several programs for Children and Adults with intellectual disabilities, this role ensures that services that are consistent with MACL's philosophy and Policies & Procedures. This full-time, salaried position is part of MACL's senior leadership, and implements larger organizational initiatives, monitoring and on-call coverage.

### Application Deadline: September 15, 2017

Cover letter and resume to Jason Hughlett, Director of HR

Email: [jason.hughlett@macl.bc.ca](mailto:jason.hughlett@macl.bc.ca)

Mail: 33345-2nd Avenue, Mission, BC V2V 1K4

Fax: (604) 826-9611

### Key Duties and Responsibilities:

- Maintain a working knowledge of and ensure compliance with all regulations and standards, including MACL Policy and Procedure, WorkSafe, Collective Agreement, Employment Standards, MCFD, CLBC, Licensing Act and Regs, and CARF
- Develop and administer standards and accountability mechanisms which assure a high level of program quality and which are in accordance with policies and goals approved by the Executive Director
- Provide supervision to program supervisors and ensure effective personnel practices among program staff which create and coordinate a resourceful, responsive team and ensure good labor relations
- Monitor the service delivery of professionals, resources and others workers, including volunteers, while they provide services to ensure that the necessary structure, consistency, quality and suitability are present to meet participant needs;
- Provide training to supervisors and MACL staff members
- Provide direct service in order to teach others, resolve issues and/or problems;
- Promote cooperation and communication between families, advocates, staff, community agencies and others and ensure that professional relations are maintained with other service providers;
- Participate in various committees, working groups, associations, etc. in order to develop, identify and maintain opportunities for program participants and to increase the profile of MACL in the community;
- Enhance the quality of services through innovative person & family centered practices and providing team leadership
- At the request of the Executive Director, represent the agency by attendance at meetings, speaking engagements, participation in community and/or fund raising events and other functions;
- Ensure that documentation of all program, staff/personnel, and client information is completed in a professional and timely manner;
- Prepare reports, conduct special studies and make presentations as required;
- Positively promote and maintain the vision, mission and policies of MACL and the people it supports.
- Provide temporary leadership coverage to programs outside of portfolio to ensure continuity of leadership support during leaves of other Program Directors
- Act as a resource to the Executive Director in various projects
- Perform other duties as assigned by the Executive Director

### Required Skills, Knowledge and Abilities:

- An appropriate degree in social services, human resources, or a related field and/or an appropriate combination of education and experience relevant to the position
- Minimum 3 years supervisory experience (preferably within the Community Living field)
- A strong desire to function as part of the staff team of MACL
- Demonstrated in-depth knowledge of community based programs for persons with developmental disabilities, of applicable legislation and of the policies of MACL and appropriate funding and regulatory bodies
- Excellent knowledge of theory principles and goals of person centered practice
- Excellent oral, written, facilitation and interpersonal communication skills
- Demonstrated teamwork, leadership, and supervisory skills
- Well-developed planning, organizing, controlling and administrative skills
- Ability to work under pressure while managing multiple concurrent projects and deadlines
- Demonstrated ability in financial management and labor relations
- Proficiency in Microsoft Word, Outlook
- Approved Criminal Record search
- Valid BC Driver's License and access to vehicle is required
- Approved Driver's Abstract
- First Aid Certificate
- Physician's report verifying good physical and mental health