

Program Manager
Leisure Services: North Vancouver – Port Coquitlam

Anticipated Start Date: 7/4/2017

Full-time

Hours: 35 per week

Pertinent Details about Position:

Successful applicant will hold a Degree/Diploma/Certificate in the field of Human Services with minimum 3 years experience in working with people with a disability. Minimum 2 years experience and education in management required. Valid class 5 Driver's License along with a reliable and safe car with appropriate insurance coverage.

Current and valid First Aid and CPR certification is mandatory.

Position requires working part time in the Port Coquitlam office and part time in the North Vancouver office.

Job Duties:

- To develop goals and objectives for the program on an annual basis, report on progress monthly.
- To oversee/monitor/facilitate programs and activities assuring that they align to client goals and interests.
- To ensure the planning and implementation of Individual Service Plans for each person in service is completed annually.
- To ensure the client's rights and wishes are respected in regards to their planning and programs.
- To be involved in the hiring, monitoring and supporting employees and termination if required.
- To delegate responsibilities to staff as required.
- To create a weekly staff schedule/monitor and manage accordingly.
- To keep accurate accounts for the program including petty cash.
- Adhere to financial and administrative paperwork timelines and deadlines.
- Complete payroll tasks accurately and within the payroll schedule.
- To liaise between all stakeholders, the client's home, the community at large and all funding/governance bodies.
- To attend seminars, workshops and conferences to increase professional knowledge and skills or as assigned by executive director.
- To participate in resolving any complaints or grievances put forward by client, staff and stakeholders.
- To carry out performance appraisals as required on subordinate staff.
- To be a strong advocate on behalf of all people with a disability.

- To adhere to and follow Community Integration Services Society's Code of Ethics and Conduct.
- To facilitate weekly and monthly meetings with the staff team, both individually and as a staff group.
- To complete any other tasks or duties as requested or assigned by the Director of Community Inclusion Services or the Executive Director

Wage range: \$40,00 - \$44,000 annually. Qualified applicants please send resumes to the attention of Justine Maki at 2175 Mary Hill Road, Port Coquitlam B.C. V3C 3A2, fax to 778-285-5520 or email employment@gociss.org. Only those short listed will be contacted.

Successful applicants must undergo a criminal records check.