



## **Program Manager (Posting #19-022)**

Are you looking for challenging and rewarding employment? Do you want to make a difference and build connections within your community?

The Chilliwack Society for Community Living (CSCL) offers more than a job. Located in Chilliwack, BC, in the sunny Fraser Valley an hour outside of Vancouver, CSCL has been serving the community since 1954 and has grown to employ over 300 people. Our organization provides support and services to people with varying abilities that enhance quality of life and promote diversity and inclusion within the community.

Come work and live in Chilliwack where you can enjoy affordable housing, minimal traffic, and spectacular mountain views. If you move directly from a CSSEA member Employer you will be eligible for porting wage and vacation, which CSCL will match. CSCL has been growing rapidly and we have a great work environment, generous work benefits, and offer satisfying work. CSCL values caring and dedicated employees; if this describes you, we welcome your application.

### **Duties & Responsibilities:**

The Program Manager is responsible for the overall coordination of the program, including the planning and care of the individual, staff Leadership and communication with all involved. The successful candidate will provide support to an individual with complex behavior, mental health and health care needs. As with all services CSCL provides, positive behavior supports and Social Capital philosophies must form the basis of all supports. The service will require consistency of supports including ongoing staff training, working closely with external professionals and working collaboratively with the family.

The successful candidate will have proven exceptional written and oral communication abilities, be self-reliant, able to work independently, and foster a strong team working relationship that extends to everyone actively involved in the individual's life. They will also be able to work collaboratively with other department programs and Managers, maintain appropriate records and ensure completion of all documentation. The Manager is expected to be on call for program needs.

### **Qualifications & Experience:**

The successful applicant must have post-secondary education in a related field together with 5 years' experience supporting individuals with developmental disabilities and complex needs. Previous managerial experience is an asset. The successful applicant must also demonstrate excellent written and oral communication skills and be able to present professionally.

Organizational skills, team leadership and the ability to facilitate meetings are essential to the success of the program. The successful applicant must also demonstrate a pleasant and positive work attitude with an ability to relate effectively to others and have a sound philosophical understanding and ability to implement the principles of community living. A strong commitment to individualized planning and service is also important.

The successful applicant must also own their own vehicle and possess a valid B.C. Class V (5) Driver's License, CPR and First Aid Certification and be able to meet all other CSCL employment criteria (e.g.: Criminal Record Search, Good Health Certificate, Food Safe Certificate, etc.).

### **Shifts/Schedule:**

This position is a flex time position working 40 hours a week as a Manager in a staffed resource.

### **Compensation:**

As per Community Social Services Collective Agreement.

Benefits include Extended Health and Dental, as well as participation in the Municipal Pension Plan, when eligible.

This position requires Union membership (BCGEU).

**How to Apply:**

Complete an **online CSCL Employment Application**, which is available on our website:  
<http://cscl.org/careers/>.

**Please quote posting number 19-022 on the application.**

**Please be aware that the function to attach pre-hire documents to the online form has not been implemented.** So candidates will have to submit their pre-hire documents either by:

**Email:**            [human.resources@cscl.org](mailto:human.resources@cscl.org)

**Fax:**                604-792-7962

**In Person:**      9353 Mary Street Chilliwack, BC V2P 4G9

A **completed CSCL Employment Application** and a **copy of a valid Class 5 or 4 BC driver's license** must be received before an interview is scheduled.

**RESUMES ALONE WILL NOT BE CONSIDERED!**