



COMMUNITY INTEGRATION SERVICES SOCIETY

Exciting Opening for Full Time Program Manager – Temporary

Community Integration Services Society in Port Coquitlam, BC

Position: Temporary 6 months Full Time Program Manager (or return of incumbent). Potential to lead to permanent full time.

Hours: 35 hours per week, Monday to Friday between the hours of 7:45am and 2:45 pm.

Wage: \$45,008.60 to \$51,233.00 based on experience, plus \$0.49km for driving on Society business

Anticipated Start Date: November 25, 2019

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 in management supplemented with relevant education required. A valid Class 5 Driver's License along with a reliable and safe car with business insurance with appropriate insurance coverage. Current and valid First Aid and CPR certification is mandatory.

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 Executive Director

Please send resumes to: Attention Office Administrator, Community Integration Services Society, 2175 Mary Hill Road, Port Coquitlam B.C. V3C-3A2. Fax to 778-285-5520 or email employment@gociss.org.

Please visit our website at www.gociss.org for more information regarding the position available.

Only those short-listed will be contacted. Successful applicants must undergo a criminal records check.