



COMMUNITY INTEGRATION SERVICES SOCIETY

Exciting Opening for Full Time Program Manager

Community Integration Services Society in Port Coquitlam, BC

Position: Full Time Program Manager, Permanent
Hours: 35 hours per week, Monday to Friday between the hours of 7:45am and 2:45 pm.
Wage: \$48,721.40 to \$51,233.00 based on experience
Vacation: 3 weeks/year
Benefits: Health and Dental benefits after passing probation
Pension: Employee/Employer Pension plan once vested
Start Date: January 13, 2020

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:

- Develop goals and objectives for the program on an annual basis, report on progress monthly.
- Oversee/monitor/facilitate programs and activities assuring that, they align to client goals and interests.
- Ensure the planning and implementation of Individual Service Plans for each person in service is completed annually.
- Ensure the client's rights and wishes are respected in regards to their planning and programs.
- Be involved in the hiring, monitoring and supporting employees and termination if required.
- Delegate responsibilities to staff as required.
- Create a weekly staff schedule/monitor and manage accordingly.
- 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.
- Liaise between all stakeholders, the client's home, the community at large and all funding/governance bodies.
- Attend seminars, workshops and conferences to increase professional knowledge and skills or as assigned by Executive Director.
- Participate in resolving any complaints or grievances put forward by client, staff and stakeholders.
- Carry out performance appraisals as required on subordinate staff.
- Be a strong advocate on behalf of all people with a disability.
- Adhere to and follow Community Integration Services Society's Code of Ethics and Conduct.
- Facilitate weekly and monthly meetings with the staff team, both individually and as a staff group.
- 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.