



Associate Director, Child and Youth Services (Posting #21-091, Full Time)

Are you interested in an opportunity to put your leadership and people skills to practice? Do you want to make a difference within your community? If yes, we have an opportunity for you!

Chilliwack Society for Community Living is looking for an Associate Director in our Child and Youth Service!

Why you should work for CSCL:

- Excluded management position with competitive salary and benefit package
- Our vision: A centre of excellence that inspires belonging, connection and community
- Canadian Non Profit Employer of Choice Award Recipient (neoc.ca) in 2017, 2018, 2019, 2020

What you'll do as the Associate Director:

- Develops, implements and monitors delivery of Community Respite, After School & Saturday programs, Teen Clubs, Individualized services, life skills programs, Youth Employment, and Child/youth residential services. May develop or make recommendations for expanding or changing existing services.
- Provides service leadership, vision, and direction to teams ensuring that quality, individualized and responsive services are provided with respect and dignity.
- Promotes excellence and innovation in service provision and contributes to decision making as part of the CSCL leadership team.
- Develops and establishes standards and accountability mechanisms for the service area in accordance with policies and goals.
- Determines service resource/budgetary, operational and organizational requirements
- Supervises, motivates and develops service teams. Discusses and participates in problem solutions, labour relations issues and remedies with managers.
- Facilitates meetings (staff, committee, multi-disciplinary, eligibility) and ensures the completion and distribution of meeting minutes. Provides input to various committees and working groups
- Maintains effective relationships with government officials and community groups and initiates fundraising strategies including proposal and grant writing as approved by Executive Director
- Prepares reports, conducts special studies and makes presentations as needed

Qualifications & Experience:

- Must have Post-Secondary Education in Social Services (or related field) - preference will be given to applicants with completed diplomas/degrees.
- 3 – 5 years of progressively more responsible service management experience preferably in the community social services sector.
- Demonstrated in-depth working knowledge of the community living sub-sector, including programs and services, applicable legislation and policies, and current issues in the field.
- Knowledge and experience with legislation/regulations applicable to Child & Youth Services preferred.

Qualifications & Experience (Continued)

- Demonstrated ability to plan, organize and administer community based supports to children/youth who meet eligibility criteria.
- Ability to function independently and frequently under pressure, while managing multiple concurrent projects and deadlines, including participation in resolving and effectively managing stressful and emergency crisis situations is an ongoing expectation.
- Ability to lead and mentor a variety of teams in complex situations.
- Must have strong computer skills and competency operating Microsoft Office applications (Word, Excel, PowerPoint).
- Excellent oral & written communication; dynamic presentation skills in a variety of settings (employee training, professional associations, funder proposals, community representations).
- Demonstrated ability to work effectively with families, funders, community agencies, schools.
- A flexible schedule is required.

Schedule:

Monday - Friday 9:00am – 5:00pm (40 hours per week) but remaining flexible when needed to attend meetings, conferences and other evening and weekend events

To Apply

Check out our website to learn more about us! Then, submit a cover letter and resume to Brenda Alexander, Director of Services, using one of the following methods:

Email: brenda.alexander@cscl.org

Mail: 9353 Mary Street, Chilliwack BC, V2P 4G9

****Please be sure to mention Posting 21-091 on your application. Resumes alone will not be considered****

About CSCL:

CSCL, in partnership with the community, builds capacity for the inclusion and belonging of people with varying abilities. We promote diversity and provide innovative, individualized services that enhance quality of life. Our vision is for a community that welcomes and includes everyone! We will be a centre of excellence that inspires belonging, connection and community.

(www.cscl.org).

