

POSTING



SENIOR MANAGER

Permanent Full Time (35 hours per week)

Early Years Services

Reporting to the Deputy Executive Director, the Senior Manager (SM) is responsible for the effective administration, management, and promotion Early Years programs and services, specifically; Child Care Resource and Referral, Healthiest Babies Possible, Support to Parent of Young Children, Family Resource Programs, First Steps Early Years Refugee Settlement Program, Growing Together Daycare (Prototype Daycare) Young Parent Program, and Family Strengthening Outreach Program. Responsible for the management and training of Program Managers and other staff and volunteers in the delivery of programs and services.

Represents designated program areas and OCS in the broader communities and keeps current to adapt programs to client needs and emerging trends.

KEY DUTIES AND RESPONSIBILITIES

- Manage one or more program areas and direct Program Managers and other staff to ensure the effective and efficient delivery of programs and services within OCS policies and procedures, relevant legislation, and accreditation and professional standards.
- Oversee development, revision, implementation, and evaluation of new and existing programs to ensure they are up-to-date, innovative, and meet emerging client needs.
- Develop annual program goals in consultation with staff and others and set and maintain quality levels through audits and evaluations, ensuring all contract objectives are met.
- Monitor program risk controls, accountability systems, and utilization to the level in Contribution Agreements, other contracts/business plans, ensuring program objectives are met.
- Lead and/or participate in the development of standard and complex funding proposals and grants for new and revised contracts.
- Maintain an efficient, effective and integrated approach to service delivery data collection, evidence based best practices, and monitoring.
- Manage the financial integrity and accountability of programs, monitor expenditures within existing budgets and guidelines, report out, and make budget recommendations.
- Apply the policies and standards of OCS program manuals, Health and Safety guidelines, completion of critical incident and safety reports, and WorkSafeBC safety standards.
- Oversee facilities upkeep by working with contractors and suppliers for service and maintenance. Liaise between user groups and OCS programs for use of facility space.

QUALIFICATIONS

Education, Training, and Experience

- A bachelor's degree in Early Childhood Education or Child and Family Services or equivalent combination of education and experience in Early Learning field;
- Minimum of five years' experience and demonstrated success in a supervisory and

NOTE: Applicants not selected for an interview will not necessarily be notified.

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

Posted: 06/17/120

OCS Posting #:A21562

- program/project management role;
- Experience writing successful funding proposals;
- Experience in a community based non-profit society;
- Demonstrated cross cultural experience;
- Second language is an asset.

Job Skills and Abilities:

- Proven management skills with the ability to lead, motivate, inspire and work collaboratively with staff and teams to fulfill OCS's Mission.
- Demonstrated initiative for developing and implementing innovative strategies and plans to achieve program and organizational goals.
- Excellent skills for representing OCS in a positive and professional manner with external stakeholders including agencies, government, funders, and the community.
- Excellent ability to work effectively, and establish positive, collaborative working relationships with staff, volunteers, community groups, non-profits, funding agencies and all other stakeholders.
- Ability to make sound recommendations and decisions by considering factors based on a mixture of analysis, judgment and experience.
- Crisis Line experience an asset.

* An eligibility list will be maintained for up to 6 months.

CLOSING DATE:

Resumes will be reviewed starting August 11, 2020 but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO:

Tammy Dyer, Deputy Executive Director
Options Community Services Society

Email: tammy.dyer@options.bc.ca

No phone calls please.

Please include a cover letter clearly indicating the posting number [#A21562] and outlining your qualifications and related experience for the position.