

INTERNAL POSTING

ASSISTANT PROGRAM MANAGER

Temporary Full Time (35 hours per week) 4-12pm

Homelessness Services

The Assistant Program Manager is responsible for the effective management of all aspects of the day to day operations of the shelter programs in consultation with the Senior Manager.

KEY DUTIES AND RESPONSIBILITIES

1. Adhere to the policies and standards of Options Community Services Society (OCS), as established in policy and program manuals, Health & Safety Guidelines, job descriptions, written memos, and verbal agreements.
2. Ensure all Accreditation standards are continually being met; participates in the organizations Performance and Quality Improvement initiatives.
3. Ensure all contract deliverables are continually being met, including accurate and timely reporting.
4. Develop and implement annual program goals and objectives.
5. Assist the Senior Manager to develop proposals and reports in collaboration with, program staff, E-Team designate, funders and other stakeholders as appropriate.
6. Mentor, coach and support and train direct reports to meet and exceed the expectations of their role.
7. Identify and determine daily duties of staff, assign and monitor progress accordingly.
8. Participate in HR related activities, including: recruitment, interviewing and selection of candidates for vacant or new positions.
9. Supervising employees, identifying and responding appropriately to employee misconduct, including implementing disciplinary procedures, in consultation with the Senior Manager.
10. Maintain sound knowledge of sector best and promising practices, emerging trends and service landscape.
11. Identify opportunities for improvement of service, with a focus on increased effectiveness and efficiency.
12. Supervise expenditures within the existing budget allowance.
13. Maintenance/repair of the facilities and equipment on an ongoing basis and when needed.
14. Ensure WorkSafe health and safety standards are maintained.

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

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15. Facilitate, foster and nurture collaborative relationships and links to outside agencies, government ministries and groups.
16. Ensure that accurate/ complete program and client records are maintained and that confidentiality is a priority.
17. Schedule personnel, ensuring that all shifts are adequately staffed.
18. Monitor case management and client progress throughout the programs, including responding to client complaints and/or concerns
19. Provides feedback to the Senior Manager for performance plans/evaluations on all staff persons on a regular basis.
20. Prepare reports as required.
21. Participate in staff meetings, training programs and appropriate workshops as necessary or directed.
22. Performs other related duties as required.

QUALIFICATIONS

Education, Training, and Experience:

- A Bachelor's degree in an appropriate discipline and 2 years experience working in this sector or a combination of relevant training, education and experience.
- 1 year experience in a management and/or leadership role.
- Certificate or experience in working with people living with mental illness.
- Training in crisis intervention, conflict resolution and mediation skills.
- Education, training and experience in the area of substance abuse.
- Excellent communication skills.
- Demonstrated current knowledge around the issues of Homelessness and best practices for supporting those who are homeless or precariously housed.
- Team building and supervision skills.
- Current Level I First Aid certification.

Job Skills and Abilities:

- Required to work in a dynamic environment which may call for adaptation to the emerging trends/demands. A high level of motivation and sensitivity is required to effectively deliver services to a variety of individuals and supervise staff.
- Demonstrate a high degree of initiative.
- Be able to supervise and work positively and professionally in a team environment.
- Be able to work independently.
- Possess good communication skills.
- Be adaptable and flexible to changing program needs as circumstances demand or are identified by the E-team designate.
- Maintain accurate and professional logs both electronic and written.
- Foster and nurture a positive professional team environment at all times.
- Possess superior time management skills.
- Possess proven Cultural Awareness Sensitivity training or experience.
- Display sensitivity to diverse resident needs/issues.
- Proven crisis intervention, conflict resolution and mediation skills.
- Represent the Society in a positive and professional manner when in contact with outside agencies, professionals or community.

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- Commitment to problem solving approach.
- Ability to identify sensitive issues and maintain confidentiality.
- Must have an appropriate valid B.C. Driver's License and reliable personal vehicle for business purposes.

* An eligibility list will be maintained for up to 6 months. Eligible applicants may be offered a casual position.

CLOSING DATE:

Resumes will be reviewed starting Oct 21, 2020

PLEASE APPLY TO:

Andrea Dodd, Program Manager
Options Community Services Society

Email: andrea.dodd@options.bc.ca

No phone calls please.

Please include a cover letter clearly indicating the posting number [#21656] and outlining your qualifications and related experience for the position.

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