

We're Hiring!



ASSISTANT PROGRAM MANAGER

Posting Requisition	<i>A21980</i>	Program	<i>Delta Clubhouse Program</i>
Job Type	<i>Temporary, Full-Time</i>	Location	<i>Delta BC</i>
Hours of work	<i>35 hours per week</i>	Closing Date	<i>Open Until Filled</i>

Options Community Services is a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

The Delta Clubhouse is based on a Psychosocial Rehabilitation (PSR) approach to wellness that provides a safe and supportive environment to adults living with mental illness. Members and staff work collaboratively to plan, organize and facilitate programming. All activities are designed to promote personal health and wellness while increasing independence and facilitating recovery. The Clubhouse focuses on leisure activities that encourage community integration, individual skills essential to daily living, and vocational services such as education exploration, volunteering, supported work and employment.

As a part of the leadership team for Options Clubhouses, this position involves both direct client involvement and supervisory duties within the components of the psychosocial rehabilitation Clubhouse model. The Assistant Manager will be responsible for the day-to-day operations of a specific Clubhouse site. In collaboration with the Senior Manager, and other Assistant Managers, will ensure that program goals are being met, the supervision and support to staff, and volunteers and practicum students. The Assistant Manager demonstrates leadership in all aspects of the role.

ACCOUNTABILITIES

- Supports staff to assess and evaluate Members' recovery needs initially, and on an ongoing basis, through methods such as collaborating with the Member to determine their interests, skills and abilities.
- In collaboration with the Senior Manager, participates in recruitment of new staff, staff performance management and approval of staff leaves. Ensures adequate staffing is available for uninterrupted operation of program activities.
- Makes recommendations with regard to the development of the program and participates in program evaluations. Assesses strategy on an ongoing basis to ensure effectiveness of service.
- Supports staff to facilitate and lead group life skills training sessions as determined by Members' needs.
- Participates in the completion of reporting activities for funders and internal quality improvement processes.
- Perform other related duties as required or directed.

QUALIFICATIONS

Education, Training, and Experience:

- Bachelor's Degree in Psychology/Social Services or a related field and a minimum of one-year experience in a recent related* position.
- Current Level I First Aid Certificate.

*Recent related experience must have occurred in the last 5 years and must include:

- Experience in Mental health services field.
- Experience providing leadership or managing staff/clients.

We are an equal opportunity employer committed to hiring a diverse workforce

Posted: 21-Dec-17

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A combination of education and experience may be considered.

Preference may be given to candidates with lived experience.

Skills and Abilities:

- High Degree of flexibility and initiative.
- Professional etiquette.
- Demonstrated effectiveness in a leadership role.
- Good organization, time and general management skills.
- Ability to work independently.
- Demonstrated proficiency in written, oral and interpersonal communication skills.
- Demonstrated ability to develop program related reference and resource materials.
- Commitment to a problem-solving approach.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- Ability to identify sensitive issues and maintain confidentiality.
- Must be sensitive to, and respectful of cultural and lifestyle diversity.
- Must have a valid Driver's License and reliable vehicle.

SPECIAL REQUIREMENTS

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.
- Applicants will be required to provide proof of Covid -19 vaccination.
- Applicants with lived experience are strongly encouraged to apply.

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

PLEASE APPLY TO: Paula Church, Senior Manager, Mental Health and Housing
Options Community Services Society
Email: paula.church@options.bc.ca

Please include a cover letter clearly indicating the posting number [posting #21980] and outlining your qualifications and related experience for the position.