

We're Hiring!



ASSISTANT PROGRAM MANAGER, CLUBHOUSE

Posting Requisition	<i>A22091</i>	Program	<i>White Rock Clubhouse</i>
Job Type	<i>Permanent, Full-time</i>	Location	<i>White rock, 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.

In collaboration with the Senior Manager or Designate, the Assistant Manager oversees the day-to-day operations of the Clubhouse program. Creates and implements effective programs within the psycho social rehabilitation clubhouse model, supervises staff and volunteers, and provides ongoing support. The Assistant Manager actively participates in planning, developing and implementing effective and efficient services. This position involves both direct client involvement and supervisory duties within the components of the psychosocial rehabilitation clubhouse model. Supports clients within the program and works within the model of psychosocial rehabilitation.

ACCOUNTABILITIES

- Develops and implements effective annual program goals and objectives, in accordance with Psycho-social rehabilitation best practices and organizational policies.
- Participates as requested in OCS leadership team activities, and shows overall leadership to advance program and agency objectives.
- Prepares reports and maintains statistics as required or directed, and ensures that programming is consistent with Psychosocial Rehabilitation best practices.
- 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.
- Conducting all the intake paperwork for new hires, access set up, overview of policies and procedures. Ensures that new hires complete their onboarding and training requirements.
- Establish and maintain a positive working relationship with other staff, volunteers, clients and other professionals. Works as a member of a team. Serves as a positive role model to staff, practicum students and volunteers, and liaises with management on behalf of staff.
- Screens referrals from referring parties, provides ongoing assessment and evaluation of client's needs and progress, maintains close communication with referring party and maintains client confidentiality in accordance with principles of continuity of care and organizational policies.
- Ensures that Work Safe health and safety standards are maintained. Ensure all program equipment is maintained and used and stored in a safe and efficient manner, performs required fire safety procedures and ensures firefighting and first aid equipment are in proper working order
- Ensures safe transportation of members by observing all legal and safety requirements and ensures that society vehicles are maintained as per legal and safety requirements. Ensures that documentation associated with vehicles is maintained.
- Adheres to and monitors staff compliance with all of OCS policies, including those outlined in the OCS Policy and Procedure manual, the program practice / procedure manual and health and safety guidelines.
- Participates in the evaluation and training of staff, practicum students and volunteers.
- Conducts case reviews and monitors performance of staff. Ensures client record system is utilized and maintained according to policy.
- Performs other duties as needed or as directed by the Executive Director or designate.

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

Posted: 22-June-17

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QUALIFICATIONS

Education, Training, and Experience:

- Degree/Diploma in social services or a related field.
- A minimum of three (3) years experience working with clients dealing with mental illness, substance abuse or the vulnerable population.
- Preference will be given to candidates with previous experience managing in a unionized environment.
- Current Level I First Aid certificate required.
- Food safe certificate is required.
- Violence prevention training is considered an asset.
- Lived Experience relevant to the service setting is considered an asset.
- Valid B.C. Driver's License and access to a reliable vehicle is considered an asset.

Skills and Abilities:

- Good organization, time and general management skills.
- Good written and verbal communication skills.
- Good interpersonal communication skills.
- Ability to work independently and as a part of the team.
- Knowledge of mental illnesses/medications.
- Ability to provide direct service as necessary.
- 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.
- Be highly motivated to complete tasks/duties/daily maintenance in a timely manner.
- Commitment to problem solving approach.
- Represent the Society in a positive and professional manner when in contact with outside agencies, professionals or community.
- Demonstrated competency for and understanding of a community development approach and community-based service delivery.
- Ability to work effectively with program staff, volunteers, and non-profit or publicly funded groups, agencies and organizations.
- Ability to identify sensitive issues and maintain confidentiality.
- No relevant criminal history. Verified good character and sufficient reference history to verify this requirement.
- Must be sensitive to and respectful of cultural and lifestyle diversity

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.

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

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PLEASE APPLY TO: Neil Arao, Deputy Executive Director
Options Community Services Society
Email: neil.arao@options.bc.ca

Please include a cover letter clearly indicating the posting number [posting #22091] and outlining your qualifications and related experience for the position.