

We're Hiring!



PROGRAM MANAGER, CLUBHOUSES

Posting Requisition	22272	Program	<i>Surrey, Delta & White Rock Clubhouse Program</i>
Job Type	<i>Regular, Full-time</i>	Location	<i>Surrey, 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 Program Manager for Options Community Services Clubhouses will be responsible for overseeing and managing the daily operations of three clubhouses, ensuring that they are providing high-quality services and meeting the needs of their members. The Program Manager will also be responsible for leading and supervising a team of staff members and collaborating with other stakeholders to ensure that the clubhouses are meeting their goals and objectives.

ACCOUNTABILITIES

- Develop and implement policies, procedures, and protocols for the daily operations of the clubhouses.
- Oversee the recruitment, hiring, training, and supervision of staff members at each of the clubhouses.
- Ensure that the clubhouses are providing high-quality services and meeting the needs of their members.
- Develop and implement program goals, objectives, and outcomes, and regularly evaluate program effectiveness.
- Monitor program budgets and expenditures to ensure that financial resources are being used effectively.
- Foster and maintain positive relationships with community partners, stakeholders, and funders.
- Ensure that all required reports and documentation are completed accurately and in a timely manner.
- Develop and maintain systems to ensure that the clubhouses are meeting all required licensing, accreditation, and regulatory requirements.
- Maintain and update policies and procedures to ensure compliance with applicable laws and regulations.
- 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.
- Provide leadership and guidance to staff members, including ongoing training and professional development opportunities.
- Collaborate with other program managers and agency leadership to ensure that the clubhouses are integrated into the overall mission and vision of Options Community Services.
- Perform other duties as needed.

QUALIFICATIONS

Education, Training, and Experience:

- Bachelor's degree in a related field (e.g., social work, psychology, counseling, public health, or a related field)
- Minimum of five years of experience in program management, preferably in a human services or community-based organization.
- Class 5 driver's license and access to a reliable vehicle is required.
- Experience managing in a unionized environment is an asset.

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

Posted: 23-March-22

We're Hiring!



Skills and Abilities:

- Knowledge and understanding of the Clubhouse service delivery model
- Previous experience in Psychosocial Rehabilitation
- Knowledge of mental health and/or substance abuse treatment services.
- Demonstrated ability to lead, supervise, and manage staff members.
- Excellent organizational, communication, and interpersonal skills.
- Strong problem-solving and decision-making skills.
- Ability to work collaboratively with a diverse group of stakeholders, including staff members, community partners, and funders.
- Ability to think critically and strategically about program development and implementation.
- Knowledge of licensing, accreditation, and regulatory requirements for human services programs is preferred.

SPECIAL REQUIREMENTS

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.
- Applicants may 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. This position is open to all qualified applicants.*

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

Please include a cover letter clearly indicating the posting number [posting #22272] and outlining your qualifications and related experience for the position.