

**We're Hiring!**



## ASSISTANT PROGRAM MANAGER

Posting Requisition	22335	Program	<i>Special Services to Children &amp; Families</i>
Job Type	<i>Regular, Full-time</i>	Location	<i>Surrey, BC</i>
Hours of work	<i>35 hours per week (Tuesday - Saturday)</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 Assistant Program Manager is responsible for assisting the Program Manager with the day-to-day operations of the program and other administrative duties as required. Responsibility includes working in a group or one to one setting with children, aged 6 to 18, who have a developmental disability.

### ACCOUNTABILITIES

- Liaises with program funders to receive MCFD program referrals and organizes staff caseloads to take on clients.
- Organizes 1:1 group referral to meet client and program needs.
- Meet with individual clients and/or their guardians to explain and introduce the program.
- Serves as a positive role model to staff, practicum students and volunteers
- Help staff assess behavior and develop strategies from designated goals of clients and/or groups.
- Assists in the processing of staff timecards, expenses and reports.
- Assists in hiring including posting, interviewing, reference checks.
- Training of practicum students, volunteers and new employees
- Helps to create the agenda for the team meeting and Attends staff team meetings.
- Conducts case reviews with staff.
- Meets with funder liaisons to discuss program on a quarterly basis or as issues arise.
- Coach staff who are having performance issues or team dynamics issues.
- Notifies the Program Manager of unresolved or continuing performance difficulties.
- Advocates or liaisons with management on behalf of staff.
- Performs other duties as assigned.

### QUALIFICATIONS

#### Education, Training, and Experience:

- Bachelor's Degree in social services or a related field and a minimum of one (1) year experience working with children with special needs.
- Possess a valid emergency First Aid certificate.
- Driver's license and access to a reliable vehicle is required.

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#### **Skills and Abilities:**

- Well-developed interpersonal, counseling, oral and written communication skills, especially with regard to reporting.
- Good organizational, time management and general management skills.
- Knowledge of group processes and facilitation techniques.
- Have use of a reliable vehicle and possess a class 4 license. Exceptions may be made if a doctor's note indicates CYCC is unable to attain a class 4 license due to medical reasons.
- Demonstrated effectiveness as part of a staff team.
- 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
- Have no relevant criminal history.
- Must complete a six (6) month probationary period before staff are permanent employees, unless otherwise specified by contract conditions.

#### **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:**

Lori LaCroix, Program Manager

Options Community Services Society

Email: [lori.lacroix@options.bc.ca](mailto:lori.lacroix@options.bc.ca)

**Please include a cover letter clearly indicating the posting number [posting #22335] and outlining your qualifications and related experience for the position.**