

We're Hiring!



PROJECT MANAGER, Youth Employment Skills Strategy (YESS)

Posting Requisition	22425	Program	<i>Youth Employment Skills Strategy (YESS)</i>
Job Type	<i>Temporary, Full-time</i>	Location	<i>Surrey, BC</i>
Hours of work	<i>35 hours per week</i>	Closing Date	<i>Open Until Filled</i>

Salary Range - \$33.33 to 36.08 hourly (subject to our funding model)

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.

This position manages the day-to-day operation of the Youth Employment Skills Strategy (YESS) Project. This includes responsibility for all aspects of staffing and training participant assignments as well as providing direction and support to staff to ensure that Program goals, objectives and deliverables are met.

Working with the Immigrant Services Senior Manager, this position provides recommendations and input for the preparation of Project plans, with a special emphasis placed on leadership, well-being and readiness skills for youth and young women using a case management approach; develops and implements all initiatives related to the marketing of program; maintains a strong working relationship with funder, partners, and community stakeholders.

ACCOUNTABILITIES

- Maintains a strong working knowledge of regional and national labour market; local, provincial and federal employment services, resources and a wide range of related issues and initiatives; and ability to dispense this information to staff, partners, and the community.
- Ensures that program operations result in the efficient and effective delivery of services and that clear and logical service guidelines and procedures are in place and in accordance with contract agreement and funder-provided training and guidance.
- Implements and monitors services to ensure they meet high quality standards.
- Maintains a strong working knowledge of best practices for case management as it relates to meeting employment outcomes and provides supervision to staff in implementing case management model.
- Ensures that accurate program and client records are maintained and that confidentiality is a priority. Ensures that all pertinent requirements and documentation is complete.
- Ensures that the program meets or exceeds contract objectives.
- Provides reports as required, including monthly stats/reports, and other required reports by OCS, funders and accrediting bodies.
- Provides staff performance plans/evaluations on a regular basis, including feedback to ensure clear expectations and to ensure effective staff performance, communication and productive relations between staff, volunteers, community professionals and clients when delivering services. Problem solves with program staff and/or the Senior Manager regarding any work-related problems or concerns.
- Assists in the development of annual program goals and objectives in consultation with program staff, the Senior Manager or designate and/or funder as appropriate.
- Facilitates planning of program events and manages marketing activities including social media posts, website updates, marketing reports, joint marketing meetings, community engagement and is responsible for related purchases and expenditures.

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- Supervises and monitors program expenditures within the existing budget allowance and guidelines and makes budget recommendations in consultation with the Senior Manager.
- Ensures the financial integrity and accountability of program, including reviewing and approving long term interventions and expenditures to meet program outputs and outcomes.
- Provides leadership, training, supervision and evaluation of staff/volunteers, including processing of timesheets, annual leaves, and staff development requests, including monitoring of staff's performance and providing training support as needed.
- Participates in OCS co-ordination and management functions, including participation in meetings within OCS for the purpose of sharing information, coordinating service development and delivery, and/or organizational development and achievement of strategic vision.
- Performs other related duties as required.

QUALIFICATIONS

Education, Training, and Experience:

- Bachelors in social services or a related field or relevant combination of education and experience in the delivery of employment related training and skills development
- Career Development Practitioners (CDP) Certificate or equivalent experience
- Minimum of three (3) years' experience and demonstrated success in a supervisory role
- Minimum three (3) years combined progressive strategic leadership and contract management experience in the field of Employment Services
- Experience in a community based non-profit society is an asset.
- Class 5 Driver's License and reliable vehicle an asset.
- Current Level 1 First Aid certificate an asset.

Skills and Abilities:

- Strong written, oral and presentation communications skills in English; additional language an asset
- Proven supervisory skills
- Team leadership, management and supervision including coaching, training and conducting performance reviews
- Demonstrated ability to incorporate funder and other feedback into service delivery changes
- Proven marketing, public relations, and project management skills
- Ability to prioritize, problem-solve, and exercise good judgment and can work under pressure
- Excellent time management skills
- Required to work in a dynamic environment which may call for adaptation to emerging trends/demands
- A high level of motivation and sensitivity is required to effectively deliver services to a variety of individuals and to supervise a diverse group of staff
- Highly motivated to complete tasks/duties/daily maintenance in a timely manner
- Ability to represent OCS in a positive and professional manner when in contact with the community-at-large
- Sound understanding of assessment, case management, job development and team leadership
- Demonstrated competency for and understanding of a Community Development Approach, and Community based Service Delivery model
- Ability to work effectively with project staff, volunteers, and non-profit or publicly funded groups, agencies and organizations.
- Ability to identify sensitive issues and maintain confidentiality
- Strong understanding of social service programming and resources, multiculturalism and immigrant/refugee issues
- Strong communication, interpersonal/relationship-building and conflict resolution skills, as well as intercultural competency

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- Strong level of computer proficiency; in particular, strong Microsoft Word, MS PowerPoint, MS Excel spreadsheet, internet/email, scanning skills and comfort with desktop publishing (MS Publisher)
- Ability to work in a fast-paced, multicultural and diverse environment
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines
- Flexibility and willingness to work outside of regular work hours
- Good team work and strong work Ethics
- 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.

**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: Becky Ip, Program Coordinator
Options Community Services Society
Email: becky.ip@options.bc.ca

No phone calls please

Please include a cover letter clearly indicating the posting number [posting #22425] and outlining your qualifications and related experience for the position.