

JOB POSTING 2016-115-05
Program and Site Manager
George Ferguson Way
Full-Time Temporary – Maternity Replacement

JOB SUMMARY:

- Responsible for oversight of programs operating out of the George Ferguson Way location (MAP, SACRO, IYYA, Youth Buddy/One-Line Referral).
- Ensures effective service delivery consistent with relevant policies, legislation, contracts and budgets.
- Provides mentorship to SACRO and Youth Programs supervisors.
- Direct supervision to adult MAP and One-Line Referral program.
- Actively engages in community networking, capacity building and program development, as required.

REPORTS TO: Settlement Program Manager and the Multicultural and Immigration Integration Services Division Director.

RESPONSIBILITIES:

- Supervises and supports staff. Provides an environment where productive relationships and active learning can take place.
- Develops, implements, coordinates and evaluates plans and services to ensure clients' needs are met. Ensures compliance with program standards and agency policies, including hiring and health and safety.
- Ensures proper records and statistics are kept and quarterly reports and funding reports are submitted within deadlines.
- Promote effective links with all other relevant programs within the Multicultural and Immigrant Services division and the agency at large.
- Participated effectively at community tables for knowledge sharing and capacity building.
- Participates in ongoing professional development based on performance objectives.
- Serves as a member of the department supervisory and Management Team, participating in the development of policies and contributing to overall planning.
- Assumes other responsibilities as negotiated with the Director/Manager.

Qualifications:

Criminal Records Check:

Must maintain a satisfactory Criminal Records Check

Education, Training and Experience:

- Completion of a bachelor's degree or equivalent in the social services field.
- Training and demonstrated skill in operational and administrative management, organizing, analyzing, human resources, team-building, planning and communications.
- Demonstrated ability to lead training workshops and teach/motivate others.
- Three to five years of responsible program management experience in the community social services sector, preferably in the Immigrant Service sector.
- Training and demonstrated commitment to collaborative practices at all levels (i.e. client to community).
- Knowledge of agency policy, provincial and other government frameworks, information technology, financial management and labour relations.
- Previous successful direct program delivery experience in the Sector with a demonstrated working knowledge of community-based programs.

Job Skills and Abilities:

- Excellent oral, written and verbal communication skills.
- Demonstrated teamwork, leadership and supervisory skills.
- Sound knowledge of issues impacting vulnerable immigrant populations (youth and families) and pro-active solutions to facilitate their integration.
- Well-developed organizational and administrative skills.
- Ability to work effectively with clients, co-workers, community professionals, groups, agencies and organizations.

Additional Information:

This position requires the ability to function independently as well as within teams and under pressure while managing multiple concurrent projects, deadlines and unplanned emergency/crisis situations. Participation at meetings, conferences and other events may involve long work days and/or evening/weekend work.

Closing Date: December 24, 2016 @4:30PM

TO APPLY

Interested applicants should reference posting **#2016-115-05** and apply to:

E-Mail: jobpostings@abbotsfordcommunityservices.com

Abbotsford Community Services

2420 Montrose Avenue

Abbotsford, B.C. V2S 3S9

Fax: 604-859-6334

***Only selected applicants will be contacted. No phone calls please.**

Abbotsford Community Services is an Equal Opportunity Employer and encourages applications from all equity seeking groups