

NOTICE OF JOB VACANCY (Posted: April 11, 2016 – April 18, 2016)**Job Competition #:** 2016-HIPPY-01**Position:** **Manager**
Home Instruction for Parents of Preschool Youngsters (HIPPY) – Terminal location
Full-time position at 35 hours per week, starting immediately**Summary:**

Reporting to the Associate Director – Settlement Services, coordinates the development, implementation, administration, supervision and evaluation of the HIPPY Program. This position works collaboratively with staff, partner agencies, communities, HIPPY Canada and funders to achieve the program goals and objectives in accordance with the contractual agreement.

Qualifications:

Baccalaureate in Social Services, Counselling Psychology, Women's Studies or a related discipline supplemented by a minimum of two (2) years' recent related experience in a supervisory/managerial capacity OR an equivalent combination of education, training and experience acceptable to the employer.

Skills and Abilities:

Demonstrated ability to communicate effectively in both written and oral English.
Demonstrated ability to deal effectively and courteously with clientele, staff and the public who come from differing cultural and linguistic backgrounds.
Proven organizational and administrative skills, experience developing and operationalizing programs or projects.
Knowledge of and experience in developing and managing funded programs.
Demonstrated management skills in program/service delivery, promotion and marketing.
Demonstrated leadership, teamwork and supervisory skills. Proven ability to lead a diverse multi-disciplinary team of employees in multiple locations.
Service-oriented with a demonstrated willingness to help the department and the organization achieve desired objectives and targets.
Proficiency in all aspects of Microsoft Office Suite.
Possession of and the ability to maintain a clear provincial criminal record check.
Ability to set and maintain boundaries with clients and manage self-care.
Ability to carry out the duties of the position.

Applications must include "2016-HIPPY-01" in the subject line and can be sent to: jobs@issbc.org

Closing Date: By 12 noon, Monday, April 18, 2016

Salary Rate: \$25.52 per hour

Applicants must be eligible to work in Canada. We thank all applicants; however, only those shortlisted will be contacted for an interview.

ISS of BC offers to eligible staff an outstanding medical and employer-matched RRSP benefits.