

**NOTICE OF JOB VACANCY (Posted: September 6, 2016 – September 20, 2016)  
REPOSTING – PREVIOUS APPLICANTS NEED NOT RE-APPLY****Job Competition #: 2016-RAP-11A****Position: Manager**  
Resettlement Assistance Program – Welcome House/Welcome Centre  
Full-time position at 35 hours per week starting immediately

RAP (Resettlement Assistance Program) is a federally funded contribution agreement program providing immediate and essential services to GAR's (Government Assisted Refugees) immediately upon arrival and lasting for approximately 6 weeks. The Manager – RAP has the day-to-day program and budgetary oversight for immediate and essential services provided include: providing temporary accommodation; providing basic orientation to Canada; life skills training; financial orientation; assistance with finding permanent accommodation; referring to settlement to settlement, language and employment programs; and linking with external service providing agencies (Bridge Health Clinic, Settlement Workers in schools, banking institutions, as well as provincial and federal agencies).

In addition to ensuring optimal contractual outcomes the Manager will be responsible for: full-cycle recruitment/evaluation of staff; providing input into new and revised budgets; preparing narrative, statistical and administrative reports for the organization and funder; and monitoring service and program expenditures and addressing any emerging issues or variances.

**Qualifications:**

Baccalaureate in Social Services, or related discipline; a minimum of three (3) years recent related experience in a supervisory/managerial capacity; OR an equivalent combination of education, training and experience acceptable to the employer.

**Core Competencies:**

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.  
Knowledge of and ability to maintain current in issues facing refugee newcomers.  
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-RAP-11A" in the subject line and can be sent to: [jobs@issbc.org](mailto:jobs@issbc.org)**

**Closing Date: By 4 pm on Tuesday, September 20, 2016**

**Interview Dates: Week of September 26<sup>th</sup> with immediate start date**

**Salary Rate: \$27.25 - \$29.78 per hour**

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