

JOB POSTING #2026-19-01
INTERNAL/EXTERNAL
Abbotsford Addictions Centre (AAC)
AAC Program Supervisor
Wage: \$40.00 to \$48.00 per hour
Part Time: 19 hours per week, Monday to Friday

**Provide Leadership and Oversight of the Day-to-Day Operations
of the Abbotsford Addictions Centre**
Join the team at Archway
Come Help Us Help People
Location: Abbotsford
On Site

Job Summary:

Oversees the day-to-day operations and development of the Abbotsford Addictions Centre. Provides supervision (including but not limited to clinical supervision), leadership, and team support to staff in the planning, coordination, and administration of the program prevention and treatment services for clients affected by alcohol and drugs. Ensures that services to clients meet agency standards. All activities are carried out according to agency policy, best practices, and BCGEU standards. Advocates for services for clients based on identified gaps.

This position works with a unionized team but is not a union position.

Your Role:

Archway's Program Supervisor with the Abbotsford Addictions Centre contributes by:

- Providing support, leadership, direction, and supervision to staff using a variety of techniques including coaching, training, skill development, discipline, and attendance management.
- Evaluating the performance of staff and providing feedback.
- Managing and following the hiring process for all new hires.
- Conducting regularly scheduled meetings with staff to provide ongoing support and problem resolution.
- Providing leadership in the planning, coordination, and administration of the program prevention and treatment services for clients affected by alcohol and drugs.
- Ensuring that appropriate systems are in place to support and maintain the programs.
- Responding in the first step of staff or client complaints or grievances.
- Ensuring that program and client files are maintained according to clinical and agency standards, especially regarding client input and confidentiality.
- Monitoring the effectiveness and efficiency of program services and providing timely reports to the agency, funders, and community.
- Ensuring ethical services are provided. Implementing risk mitigation strategies for clients, staff, and the agency.

- Advocating for services to fill identified gaps in program delivery.
- Managing the program budget; supervising expenditures within existing budget allowances and makes budget recommendations to the Director.
- Monitoring Income and Financial Statements and General Ledgers on an ongoing basis ensuring program performance is consistent with budgeted expectations, taking corrective actions where necessary.
- Writing grants and funding proposals for local, provincial, and federal government, as well as for various programs that fall under the role's larger scope.

This position is a great fit for someone who has demonstrated leadership skills, has experience in effectively managing a budget, has experience in supervising staff, has clinical counselling experience, and has an understanding of working within a union environment.

Our Offer

- Wage: \$40.00 to \$48.00 per hour
- A part-time position at 19 hours per week, availability Mondays to Fridays, from 8:30 AM to 5:00 PM.
- Benefits include:
 - Three weeks' pro-rated vacation.
 - Three pro-rated wellness days per year.
 - Pro-rated sick leave days per year.
 - Opportunity to exchange a statutory holiday for a cultural day celebration.
 - A great benefits plan including extended health and dental.
 - Employee and Family Assistance Program.
 - Access to online wellness resources including newsletters, physical health videos and wellness events.
 - Free use of Archway's wellness equipment.
 - Great in-house training opportunities.
 - Free professional development opportunities.
 - Participation in Archway's Community of Practice.
 - Rewarding work in a positive and supportive environment.
 - Work/Life balance.

Getting an Interview – you will be considered if you have:

- Bachelor's degree in a related field with significant supervisory experience.
- Registration with a clinical counselling professional association if the incumbent has a Master's degree in counselling.
- Health promotion education background is an asset.
- Experience in clinical supervision is an asset.
- Minimum 2 years experience supervising staff.
- Supervision in a union environment is an asset.
- Counselling experience, with at least two years in addiction counselling and trauma work.
- Experience in health promotion is an asset.

The Job Requires you to have:

- A valid BC driver's license and a satisfactory driver's abstract.
- Knowledge of licensing standards and how to apply and implement standards.
- Well-developed solution-based thinking, critical thinking, and problem-solving skills.
- Good time and general management and administrative skills.
- Ability to work with a variety of people in different organizations and different roles; hearing others' perspectives and allowing others to have a voice.
- Supervisory skills including hiring, training, performance management, and coaching.
- Strong counselling skills and familiarity with a variety of techniques an asset
- Case management, conflict resolution, and mediation skills.
- Knowledge of budgeting, budget management.
- Strong relationship and team-building skills.
- Well-developed facilitation skills and ability to present information in appropriate ways to different audiences.
- Ability to function independently and work under pressure while managing multiple concurrent projects and deadlines, including effectively managing emergency situations.
- Moderate level of physical health and fitness to be able to effectively perform the duties of the position.
- The ability to work some evenings if required.
- The ability to supervise a unionized team.
- A satisfactory Criminal Records Check is a condition of employment.

Closing date is June 19, 2026.

TO APPLY

Interested applicants are to reference **Posting #2026-19-01** in the subject line.

Please submit your resume in pdf format online only to: [Avanti](#)

Subject: Job Posting **#2026-19-01**

No phone calls please. Only short-listed applicants will be contacted.

Must be legally entitled to work in Canada.

This position is open to all applicants.

Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

We acknowledge that we gather on the traditional and unceded territory of the Stó:lō people. Stó:lō territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation. We give them thanks for sharing their land and resources with us.

We invest in the mental health and wellbeing of our employees.