

WJS Canada Job Posting Alert: Program Managers - Future Openings BC - Job ID J0418-0453

Organization: WJS Canada

Job Title: Program Managers - Future Openings BC

Job Type: Expression of Interest

Location: BC - Various Locations, British Columbia, Canada

Hours of Work Per Week: 0-40

Scheduled Days Each Week: Monday, Tuesday, Wednesday, Thursday, Friday, Varies

Scheduled Hours: Based upon the needs of the particular program with on-call availability required.

Number of Positions: 4

Compensation: \$0.0000 - \$0.0000 /Hour

Closing Date: 15/04/2019

Description:

The Program

WJS Canada is a private, national social service agency that provides community-based services to children and families, persons with developmental disabilities and young offenders. Our team of over 600 support workers, social workers and behavioral therapists located in Alberta, BC and Ontario, work with with individuals, families and groups to foster positive life changes, build skills and the confidence/resiliency to face or overcome life's challenges.

The Position

A Program Manager (PM) provides operational and administrative direction for the development, implementation and management of the program in this CARF-accredited agency. The PM implements and monitors policies and procedures related to day-to-day services to persons served and directs and coordinates the day-to-day management of program staff. The PM works directly with persons served and their families/care teams as required, and is responsible for overseeing and coordinating individual program plans. The PM participates in agency decision making and is the primary liaison with the contracting body.

WJS is continuing to increase the number of programs on a regular basis, and therefore, we are looking to collect a talent pool of qualified, interested individuals, who are excited to be a part of a growing company. We are currently looking for dedicated and experienced social services professionals with prior related supervisory / management skills, who want to be part of a growing team of like-minded individuals.

Positions include:

- Permanent and Temporary full-time
- Permanent and Temporary part-time

Future opportunities may include positions in areas within British Columbia, such as the Lower Mainland / Greater Vancouver area, Okanagan, Interior, Northern BC and Vancouver Island.

Program Manager scheduling varies to meet operational needs and on-line work is required. The ability to be "on-call" during scheduled time off, is often required in this role.

In Your Role You Will

- Recruit, screen, hire, supervise and evaluate performance of program staff; coordinate work allocation, training and problem resolution; motivate employees to peak performance and productivity; take disciplinary action when required.
- Ensure the program and staff comply with policies, procedures and values of the agency, and use best practices when supporting persons served.
- Establish and maintain a program structure and staffing to effectively accomplish the agency's goals and objectives; coordinate and oversee the recruitment, employment, training, supervision, evaluation and discipline of staff, and termination as required.
- Coach and mentor staff, and lead and participate in team building activities.
- Ensure the program complies with any applicable collective agreement; facilitate on site grievance meetings.
- Develop and maintain program standards and procedures that comply with provincial and agency policies, regulations, standards and guidelines; establish and coordinate outcome evaluation, quality improvement and safety protocols and procedures.
- Establish and implement short and long term goals, objectives and operating procedures; monitor and evaluate program effectiveness; effect changes required for improvement.
- Contribute to developing agency policies and procedures by participating in agency planning, policy-making and other committees.
- Develop and manage annual program budget and perform periodic cost and productivity analyses.
- Produce program, occupancy, annual and other reports as required.
- Advocate effectively for service recipients.
- Represent the program and/or agency at various interagency forums, as well as to the media, government agencies, families/caregivers, funding bodies, and/or the general public/local community; network with other agencies, organizations, individuals and community groups for the benefit of the service recipients and program, including participation on community boards, committees and professional groups.
- Participate in staff meetings and case conferences as required.
- Ensure physical environment is maintained according to established standards and procedures, required inspections are completed, and any required follow-up is done.
- Ensure staff utilize practices that promote the health, welfare, safety and security of service recipients and staff.
- Support menus and food plans that meet established nutritional standards, both on and off-site.
- Comply with and utilize appropriate crisis prevention and intervention standards and practices.
- Ensure staff who dispense medication to service recipients receive appropriate training, and that all medication is dispensed according to the guidelines established by the Medication Safety and Advisory Committee.
- Operate motor vehicles safely and legally while transporting service recipients or on WJS business.
- Provide on-call and emergency coverage on pager or cell.

***** Prior to confirmation of employment all applicants must provide a current (dated within 3 months of hiring date) Criminal Record Check and Ministry Check. These checks can take up to 6 weeks to obtain, please ensure you prepare accordingly.**

As An Ideal Candidate You Possess

- A degree in one of the humanities, social sciences or related field with educational preparation for the roles of manager and administrator.
- Minimum of three years in a similar facility or program, with at least one year in a

supervisory or management role.

- Must have specific experience with financial and human resource management.
- Current WCB Occupational First Aid, Level 1 and CPR certificates required.
- Experience with basic sign language and/or alternative communication strategies training or experience an asset.
- Valid Class 5 Driver's License and clean driver's abstract
- Reliable, safe vehicle with appropriate insurance

Other Requirements:

- Must be able to pass screening by Licensing Board and be approved as PIC (Person in Charge)
- A physician's note confirming suitability, including a negative tuberculosis screening test
- Successful criminal record/vulnerable sector check.
- Successful candidate must sign an oath of confidentiality, a conflict of interest statement, abuse protocols, and a code of ethics statement

****Successful applicants will be required to participate in MCFD screening prior to confirmed employment with WJS Canada.****

What WJS Canada does

WJS Canada's mission is 'Strengthening people and communities with innovative, individualized services'. The support we provide for families, emphasizes building relationships to enhance the family's strengths and achieve goals that address their needs for support in areas of struggle. Services are individualized and based on the family's belief that their own internal resources can be strengthened and that other helpful skills can be developed. For more information on WJS, services and career opportunities, visit www.wjscanada.com

Where do we work?

While WJS serves individuals in many communities across Canada, future opportunities will be based throughout BC, including the Lower Mainland / Greater Vancouver region. British Columbia, offers outstanding scenery, amazing diversity and an extensive variety of cultures. The province is rich with eco-adventures and personality. Amenities include international cuisine, boutique shopping, community festivals, a variety of eco-tourism, along with the natural beauty of the area, suitable for individuals of every age.

Our Employees Enjoy

At WJS Canada, trust, strong connections, innovation and results are the pillars of our mandate. We manage by developing our core strength: our people. We give employees the tools to do the job, developing their competence and their confidence, by conducting training programs to ensure professional development and build skills, employee morale, employee safety, health, loyalty and satisfaction. Developing people includes respecting employees work-life balance through flexible hours, locations and duties. We support our staff with assistance and benefit packages, innovative wellness programs and compassion for the life challenges they face.

For more information on WJS Canada visit our website: www.wjscanada.com

No telephone calls please. Only those candidates selected for an interview will be notified.

Skills:

- Social Service - 3 year(s)
- Financial Management - 2 year(s)
- Human Resources - 2 year(s)
- Management - 1 year(s)
- Supervisor - 1 year(s)
- Aboriginal
- Adults With Developmental Disabilities
- Aggressive behaviour
- At Risk Youth
- Behaviour Management
- Behaviour Strategies
- Behavioural Intervention
- Budgeting
- CARF Accreditation
- Child and youth care
- Child Care Worker
- Child protection
- Child, Youth And Family Enhancement Act
- Children With Developmental Disabilities
- Community Based Practice
- Community Support Worker
- Complex Needs
- Correctional Services
- Counsellor
- Crisis Intervention
- Crucial Conversations
- De-escalation
- Developmental Disabilities
- Diversion
- Family Counselling
- Family enhancement
- Family intervention
- Family Service Worker
- Family Services
- First Nations
- Foster care
- Home Share
- Housing First
- Intervention
- Licensed Home
- Medication Administration
- Microsoft Excel
- Microsoft Office
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Word
- Office Administration
- Payroll
- Personal Support Work
- Program Coordinator
- Program Manager

- Program Supervisor
- Residence Worker
- Respite
- Social Work
- Social Worker
- Support Worker
- Team Lead
- Work with families

To apply click on the link below:

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