

EMPATHY

TRUST

GENUINENESS

RESPECT

COMMITMENT

# McMan Youth, Family, and Community Services

## ~HELP MAKE A DIFFERENCE~

### The Group Care Program in Edmonton Requires a: PROGRAM MANAGER

**Details:** The Group Care program assists youth to achieve their goals and pursue interests, activities and events in the community by providing supervision, support and counseling to youth and their families. As a member of the management team and as a leader of a team of supervisors, direct service, administrative staff and students/volunteers, you will contribute to the success of the organization by applying your full range of expert knowledge and skills to the Group Care Program. Reporting to the Director of Programs and Services, this role will ensure that McMan continues to fully meet the needs of the youth, families and their support network while maintaining McMan's values, policies, accreditation standards and fiscal integrity.

**Hours:** 5 days and 40 hours per week; some flexibility required

#### Why Work For McMan:

- ◆ An opportunity to make a difference in the lives of young people
- ◆ A chance to work with a committed team of professionals
- ◆ Comprehensive benefits package that begins day one of employment
- ◆ Generous paid time off
- ◆ Opportunities for professional growth and development; paid training
- ◆ A commitment to a healthy work life balance
- ◆ The ability to work with an agency that appreciates **YOU!**

#### In your role you will:

- ◆ Act as a catalyst for change that continually improves the quality, efficiency and effectiveness of our services
- ◆ Ensure that program financial and administrative management is in full compliance with contractual, policy and procedural requirements.
- ◆ Provide work-related coaching, counselling, mediation, facilitation, information, problem solving and decision making in a timely manner so as to assist staff in optimizing their services to individuals, guardians and funders.
- ◆ Budget development and monitoring
- ◆ Complete Staff supervision, evaluations and training as required

#### As one of the ideal candidates, you possess:

- ◆ Completed Degree or Diploma in Child and Youth Care, Social Work, Psychology or Community Rehabilitation and Disability Studies
- ◆ Five (5) years of progressive supervisory/management experience in the Human Services field
- ◆ Security Clearance Check; including the Vulnerable Persons Sector Check (from within the last 6 months)
- ◆ Children Services Information Record Check
- ◆ Standard First Aid—Level C CPR + AED
- ◆ Valid Class 5 drivers license, current drivers abstract and auto insurance **are required**
- ◆ Excellent communication, problem solving, time management and organizational skills required
- ◆ Strong leadership skills
- ◆ Demonstrated ability to develop, implement and supervise innovative Residential and/or Community based programs
- ◆ Demonstrated ability of implementing a solid case management system
- ◆ Implementation of CARE Model an asset
- ◆ Desire to see youth succeed

**Rate of Pay:** \$35.76—\$40.25 per hour; depending on experience and education

**Closing Date:** May 14, 2019

**Competition #:** 10GCPM-021 (Please quote on resume or letter of intent)

#### Please apply to McMan Human Resources:

**Mail:** 11016-127th Street, Edmonton, Alberta T5M 0T2

**Fax:** (780) 409-9419

**Email:** [careers.edmnorth@mcman.ca](mailto:careers.edmnorth@mcman.ca)

For more information please visit our website at [www.mcman.ca](http://www.mcman.ca)

*Thank you for your interest. Only short-listed candidates will be contacted for an interview.*



Posted April 30, 2019