



NECHAKO VALLEY COMMUNITY SERVICES SOCIETY

JOB POSTING # 2018-009

Community Living Residential Program Coordinator

JOB SUMMARY

The Community Living Residential Program Coordinator provides supervision to frontline staff who works under CLBC residential contracts. This is in the realms of service delivery, administration, staffing decisions (e.g., hiring, assigning duties and responsibilities, and providing encouragement, conflict resolution and discipline, etc.), reviewing work performance, and supervising case management and consultations. The Program Coordinator is responsible to ensure employees have appropriate training and continuing competency. Schedules residential workers based on 24 hour care for residential clients. The Program Coordinator is further responsible to ensure all programs are meeting desired outcomes and budgetary goals.

DEPARTMENT LOCATION—Vanderhoof BC

KEY DUTIES & RESPONSIBILITIES

- Develops, implements, coordinates and evaluates plans and programs designed to ensure that clients' needs are met. Ensures that program standards, guidelines and policies of the organization are maintained, that necessary facilities and equipment are in place and that all licensing and accreditation requirements are met.
- Remains current on latest funding trends, policies, and innovations for social services that align with the organization's current and expanding core business
- Works in consultation with the senior management team to formulate program policies and procedures, and in evaluating programs.
- Adheres to agency values and principles and promotes them within the agency and the community. Works to position the agency as a leader in service provision in the community.
- Participates in the recruitment and selection of program staff by screening applicants, participating on interview panels and making hiring decisions.
- Orients, determines the need for and provides training to program staff and, where applicable, practicum students.
- Ensures that appropriate systems are in place to support and maintain programs.
- Supervises expenditures within the existing budget allowance and makes budget recommendations.
- Represents NVCSS to an array of external clients and stakeholders, such as partner agencies, donors, consultants, and potential key personnel. Maintains an effective relationship with government officials and community agencies/groups. Maintains liaison with other community organizations to coordinate provision of services, resolve program delivery, exchange program information, or provide instruction on the operation and use of the assigned programs. Represents the organization and programs at external events.
- Ensures effective communication with staff and caregivers and encourages their feedback and participation in the continuous quality improvement of the agency.
- Promotes public awareness of and support for the program by performing duties such as producing promotional materials and attending community events.
- Conducts special studies, makes presentations; maintains a current awareness of developments in assigned field and within the agency.

QUALIFICATIONS/EXPERIENCE

- Diploma in a human/social service field or the equivalent in education and experience
- At least 2 years' previous direct program delivery experience in the community living sector with a demonstrated working knowledge of specific community inclusion programs and related provincial and community support services systems, applicable legislation and policies
- At least 2 years' previous supervisory/program management experience is required, preferably within the community living sector
- Knowledge of and training in both Human Resources systems and Employment Services for persons with developmental disabilities would be assets for this position
- Excellent oral, written, facilitation and interpersonal communication skills
- Demonstrated teamwork, leadership, supervisory skills and a strong commitment to principles of collaboration
- Ability to work effectively with program staff, funders, and other agencies and organizations
- Exceptional time management skills

DEPARTMENT LOCATION: Vanderhoof

HOURS OF WORK Part-Time, 25 hours per week—Work schedule flexible throughout the week

SALARY—Competitive Salary and Benefits available

POSTING DATE March 23, 2018

CLOSING DATE April 20, 2018

START DATE As soon as possible

This position is open to all applicants.

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being considered for the position.

Please send a cover letter of interest and current resume outlining your skills and qualifications for the position and include the job posting number:

Via email: tarnold@nvcss.ca

Fax 250-567-3939

Mail:

Tyrell Arnold
Executive Director
Nechako Valley Community Services Society
Box 1249, Vanderhoof, BC VOJ 3A0

In Person:

Nechako Valley Community Services Society
157 West Victoria Street
Vanderhoof BC

Nechako Valley Community Services Society
is an equal opportunity employer committed to hiring a diverse workforce.

We thank all our applicants, however, only those invited to an interview will be contacted.