

**Program Manager
(Posting #21-196, Full-Time)
Staff Supported Homes – Child/Youth Services**

We are looking to fill a position in our **Staff Supported Homes – Child/Youth Services!**

- *Are you looking for challenging and rewarding employment?*
- *Do you want to make a difference and build connections within your community?*
If yes, we have an opportunity for you...read on!

Reasons to work at CSCL:

- \$28.39 – 33.06 per hour
- Union membership (BCGEU)
- Full-time positions include benefits:
 - Benefits
 - Extended Health and Dental
 - Participation in the Municipal Pension Plan (when eligible)
- Opportunity to positively impact the community
- Contribute to a “Centre of Excellence”
- Employee appreciation incentives
- Opportunity for continuous learning and professional development
- CARF Accredited Organization
- CSCL has been recognized as a Canadian Non Profit Employer of Choice Award Recipient since 2017 ([NEOC Award Recipients | Canadian Nonprofit Employer of Choice Awards](#))

What you’ll do as the Program Manager:

- Oversee the day to day operations, including the development, implementation and coordination of schedules and systems.
- Provide program leadership, vision and direction to service teams ensuring that quality, individualized and responsive services are provided with respect and dignity
- Promote excellence and innovation in service provision and ensure that standards, guidelines and policies of CSCL are maintained, including compliance with Ministry and Standards Acts
- Contribute to evaluation and decision making as part of the “Combined Manager/Leadership” team and reporting relationship with Associate Director
- Supervise and evaluate staff’s work. Schedule staff, participate in grievance resolution amongst staff and assist in personnel activities such as interviewing, training and discipline
- Supervise expenditures within the existing budget allowance and make recommendations for budget including capital and program costs
- Ensure that pertinent documentation is completed in an accurate and timely manner

- Perform assessments and evaluations of individuals' performance and goals as required, develop action plans to meet individuals needs, coordinate and promote the placement and movement of individuals to most appropriate service and activities.
- Ensure effective communication with all parties involved (e.g.: individuals, staff, caregivers, funders) while maintaining liaison with other community organizations to coordinate the provision of services and resolve program delivery difficulties.
- Create agendas and participate in and chair various types of meetings
- Ensure that all Health & Safety conditions are met within the program's sites
- Performs other related duties as required and assigned by the designated Director

Qualifications:

- Must have post-secondary education (e.g.: Social Services Diploma/Degree, Child & Youth Care Diploma/Degree, or related field, etc)
- Minimum 5 years' experience in the community living sector
- Prior supervisory experience is an asset
- Must be able to demonstrate excellent oral and written communication skills, with an ability to present professionally
- Proficient in the use of computer, including use of Microsoft Office
- Proven, sound philosophical understanding of the principles of Community Inclusion and Integration, as they apply to individuals with disabilities
- Proven ability to provide Leadership, Mediation and Collaboration to a team
- Proven ability to Develop and Coordinate Community based options for individuals
- Must have a thorough understanding of Employment Standards act as it applies to our sector
- Must have the ability to build and maintain relationships with families, caregivers, clients and other community groups.
- Valid First Aid Certificate and good physical health
- A Class 4 Driver's License may be required to obtain upon hire
- Experience working with children/youth and families is a necessity
- Familiarity of working with the Ministry of Children & Family Development (MCFD) and Fraser Valley Aboriginal Children and Family Services Society (FVACFSS) and is a definite asset.

Work Schedule:

This position is **40 hours per week:**

- Guaranteed 40 hours/week; Flex Position
- Shifts are typically Monday to Friday, but remaining flexible to meet the needs of the service area.

To Apply

- Check out our website to learn more about us at www.cscl.org
- Fill out the online application form at [How to Apply – Chilliwack Society for Community Living \(cscl.org\)](#)

****Please reference posting #21-196 on your application form****



How to Contact Us: careers@cscl.org

About CSCL:

Mission: CSCL, in partnership with the community, builds capacity for the inclusion and belonging of people with varying abilities. We promote diversity and provide innovative, individualized services that enhance quality of life.

Vision: Our vision is for a community that welcomes and includes everyone! We will be a centre of excellence that inspires belonging, connection and community.

Values: All people of equal rights, all people have gifts, learning is lifelong, accountability is essential and respectful relationships form the foundation for person-centred supports.