

Program Manager  
Inlet Enterprises - Port Coquitlam

Anticipated Start Date: 2/13/2018

Full-time

Hours: 35 per week

**Pertinent Details about Position:**

Successful applicant will hold a Degree/Diploma/Certificate in the field of Human Services with minimum 3 years' experience in working with people with a disability. Minimum 2 years' experience in management supplemented with relevant education required. A valid class 5 Driver's License along with a reliable and safe car with appropriate insurance coverage.

Current and valid First Aid and CPR certification is mandatory. Position is based out of the Port Coquitlam office.

**Job Duties:**

- To develop goals and objectives for the program on an annual basis, report on progress monthly.
- To oversee/monitor/facilitate programs and activities assuring that they align to client goals and interests.
- To ensure the planning and implementation of Individual Service Plans for each person in service is completed annually.
- To ensure the client's rights and wishes are respected in regards to their planning and programs.
- To be involved in the hiring, monitoring and supporting employees and termination if required.
- To delegate responsibilities to staff as required.
- To create a weekly staff schedule/monitor and manage accordingly.
- To keep accurate accounts for the program including petty cash.
- Adhere to financial and administrative paperwork timelines and deadlines.
- Complete payroll tasks accurately and within the payroll schedule.
- To liaise between all stakeholders, the client's home, the community at large and all funding/governance bodies.
- To attend seminars, workshops and conferences to increase professional knowledge and skills or as assigned by executive director.
- To participate in resolving any complaints or grievances put forward by client, staff and stakeholders.
- To carry out performance appraisals as required on subordinate staff.

- To be a strong advocate on behalf of all people with a disability.
- To adhere to and follow Community Integration Services Society's Code of Ethics and Conduct.
- To facilitate weekly and monthly meetings with the staff team, both individually and as a staff group.
- To complete any other tasks or duties as requested or assigned by the Director of Community Inclusion Services or the Executive Director

Wage: \$40,859 - \$44,317 annum + \$.47/km for driving on Society business. Qualified applicants please send resumes to the attention of the Office Administrator at 2175 Mary Hill Road, Port Coquitlam B.C. V3C 3A2, fax to 778-285-5520 or email [employment@gociss.org](mailto:employment@gociss.org). Only those short listed will be contacted. Successful applicants must undergo a criminal records check.