



COMMUNITY INTEGRATION SERVICES SOCIETY

Exciting Opening for Program Manager

Community Integration Services Society - Port Coquitlam, BC

Permanent Full time (35) hrs. (\$45,088.60-\$51,233.00) Based on Experience plus \$.49km for driving on Society business

Anticipated start date: Flexible. The position is Monday to Friday between the hours of 7:45 a.m. and 2:45 p.m. Position is based out of the Port Coquitlam office.

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 business insurance with 2 million-liability coverage. Current and valid First Aid and CPR certification is mandatory.

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

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. Only those short listed will be contacted. Successful applicants must undergo a criminal records check.