

Job Posting #E036-00

Program Manager, Full Time – Courtenay, BC

Salary: \$37.57 - \$38.75 per hour

Lookout Housing and Health Society is a charitable organization and social safety net that provides housing and a range of support services to adults, with low or no income, who have few, if any, housing or support options. As the people we serve have challenges meeting basic needs and goals, we place minimal barriers between them and our services. We believe that helping people help themselves is essential in addressing homelessness and all the issues that surround it. Securing appropriate housing is the first and most essential step in achieving responsible independent for individuals. For more information about Lookout, please visit www.lookoutsociety.ca

Position Summary:

The Manager is responsible for the oversight of Courtenay, ensuring all clientele receive the pertinent service. The manager ensures that the goals and philosophy of the Society and programs are met, maintaining a minimal barrier, open-door service to adults who are disenfranchised. This position is responsible for program planning and personnel management including scheduling, payroll, hiring and training. The Manager will ensure program budgets and contractual deliverables are met and maintained, and will provide required documentation. Salary will be negotiated depending on experience and qualifications, and includes a benefits and pension plan. The schedule for this position is an average Monday through Friday 40 hour work week with an occasional requirement to work additional hours in order to meet deadlines. Use of a vehicle is required to travel between sites. Manager is responsible for complying with and contributing to all aspects of health and safety program.

Qualifications and Competencies:

- Degree or Diploma in the Social Service of Health field or a combination of education and experience. Education with a clinical designation is an asset.
- Five (5) years' experience working with health specific programming such as mental health, harm reduction, or trauma informed practices. Experience working in a clinical setting is an asset.
- Five (5) years' experience working in the community social service sector
- A minimum of three (3) years of supervisory experience in a unionized environment
- Experience with scheduling, payroll, scheduling, budgeting and human resources an asset
- Demonstrated knowledge of income assistance, affordable housing and health and trauma resources as well as managing program budgets and delivering reports.
- Strong collaborative approach to delivering and developing programs and services
- Proven ability to lead and work with a staff team in a unionized environment
- Strong time management skills with the ability to manage multiple priorities
- Proven communication and conflict resolution skills
- Strong reporting, organization and computer skills
- OFA 1 First Aid Certificate
- **Must have two doses of COVID 19 Vaccine**
- Criminal Record Clearance – Vulnerable Sector
- Non Violent Crisis Intervention an asset

TO APPLY: Submit Cover Letter and Resume to Lee.Fox@lookoutsociety.ca

CLOSING DATE: Applications will be accepted until **July 15, 2024 at 5:00pm**

Only shortlisted candidates will be contacted for an interview. No phone calls please