

## **Job Posting #E027-20**

### **Program Manager Health Programs, Vancouver Island - Cowichan Valley**

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](http://www.lookoutsociety.ca)

#### **Position Summary:**

The Manager is responsible for the operations of the health portfolio on Vancouver Island including but not limited to the Cowichan Valley Overdose Prevention and Opioid Treatment ensuring. The manager Ensuring all clientele receive the pertinent service; that the goals and philosophy of the Society and programs are met, maintaining a minimal barrier, open door service to adult men and women who are disenfranchised from other services. The position is responsible for personnel management including payroll, hiring, training, discipline and support in their work performance. The Manager will manage and control the finances of the programs, maintain and report out on program statistics, ensure all regulations including health and safety are met. Additionally, the Manager will liaise with the neighbourhood and the service community including other service agencies and professionals. 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

#### **Qualifications and Competencies:**

- Degree or Diploma in the Social Service or Management field or a suitable combination of education and experience
- A minimum of (2) years of supervisory experience in a unionized environment
- 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
- Non Violent Crisis Intervention an asset

**TO APPLY:** Submit Cover Letter and Resume to [qidirector@lookoutsociety.ca](mailto:qidirector@lookoutsociety.ca)

**CLOSING DATE:** Applications will be accepted until **September 18, 2020 at 5:00pm**

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