



**Program Manager – Full Time
Victoria Island – Cowichan Valley**

Job Posting #E004-21

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 and independent individuals. For more information about Lookout, please visit www.lookoutsociety.ca

Position Summary:

The Manager is responsible for the oversight of Cowichan Valley, 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.

Qualifications and Competencies:

- Degree or Diploma in the Social Services or Health fields; or a combination of education and experience
- Five (5) years of experience working with health specific programming such as mental health, harm reduction, or trauma informed practices
- Five (5) years of 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, budgeting, and human resources is an asset
- Demonstrated knowledge of income assistance, affordable housing, 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
- Occupational First Aid Level 1 Certificate is required
- Non Violent Crisis Intervention skills training is an asset

TO APPLY: Submit Cover Letter and Resume to Alicia.Sands@lookoutsociety.ca

CLOSING DATE: Applications will be accepted until **January 29, 2021 at 5:00pm**

*Please note – this position requires a Vulnerable Sector Criminal Record Clearance from the Ministry.
Only shortlisted candidates will be contacted for an interview. No phone calls please