

## JOB POSTING

<b>Job Title:</b> Program Supervisor	<b>Status:</b> Full Time
<b>Program:</b> Firth Program, Abbotsford	<b>Posting #:</b> 22-222
<b>Hours:</b> 40 hours/week based on operational needs	<b>Closing Date:</b> December 31, 2022

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The Elizabeth Fry Society of Greater Vancouver (EFry) is a charitable organization that supports women, girls, and children at risk, involved in or affected by the justice system. Our programs work to break the cycle of poverty, addiction, mental illness, homelessness, and crime.

**We are recruiting for a full time, Program Supervisor for our Firth program.** Located in Abbotsford, Firth provides bed-based treatment for women experiencing moderate to severe substance use disorder, who may have a concurrent mental illness. A multi-disciplinary team supports women through structured programming that addresses substance use, mental and physical wellness and mastering new skills for their futures. Staff include RNs, physician, psychiatrist, concurrent disorders counsellor, mental health support workers, adjunct therapies, and cultural support.

### **JOB SUMMARY**

Ensures that day-to-day operations of the program are professional and efficient with attention to confidentiality and in compliance with the organization's policies and philosophy, whilst meeting the deliverables of the funders. The Supervisor also provides ongoing supervision and evaluation of all staff personnel and program policies.

### **KEY RESPONSIBILITIES:**

- Manage the program, ensuring organizational goals, requirements and accreditation standards are being met.
- Work with funders and EFry management to ensure program deliverables are achieved.
- Provide direct supervision to program staff, including coaching, performance evaluation and management.
- Responsible for recruiting and retaining program staff.
- Oversees referral system, screening, admissions, case conferences and case management.
- Manage program budgets.
- Develop and maintain relationships with stakeholders in the community.

### **QUALIFICATIONS:**

- Degree in Social Work, Counselling, Psychology, Nursing, or related field (Masters preferred), plus eight (8) years related experience or the equivalent combination of education and experience.
- Registration with a regulatory or professional body (eg BCACC, BCCSW, CPBC, BCCNM).
- Three (3) years of previous direct program delivery experience as part of a multi-disciplinary team, preferably in the community social services sector with a demonstrated working knowledge of community-based programs and related provincial and community support.
- Knowledge of substance use, mental health, trauma, poverty issues, justice system, community resources and GBA+.
- Knowledge of legislation policies and procedures pertaining to Mental Health Act and Substance

Use Services, Community Care and Assisted Living Act, Residential Care Regulations; knowledge of Corrections and Conditional Release Act and Correction Act (BC) is preferred.

- Experience implementing and evaluating evidence-based programming to support concurrent disorders.
- Exceptional administrative, management, and organizational skills.
- The ability to function independently and frequently under pressure while managing concurrent needs and problems, including managing emergency situations.
- Demonstrated ability to provide strong leadership, including the ability to motivate teams and ensure effective teamwork.
- Ability to mentor and supervise a diverse team of professionals.
- Strong communication skills, both written and verbal.
- Ability to provide guidance to staff, identifying individual care plans and client centred goals.
- Must possess solid judgement, problem solving, critical thinking, analytical skills, and the ability to perform while under pressure.
- Understanding of Indigenous cultural matters and history as it pertains to service delivery, including cultural safety and cultural humility.
- Ability to work on-call rotations.

**MANDATORY JOB REQUIREMENTS:**

- Food Safe Level 1
- Standard First Aid with CPR-C.
- Evidence of COVID-19 vaccinated status.
- Evidence of a Tuberculosis Test and compliance with the TB Control Program.
- Doctor's Note of fitness required.
- Satisfactory Criminal Record Review (Vulnerable Sector Search).
- Ability to obtain Enhanced Federal Reliability Status.
- Valid driver's license (Class 5).
- Satisfactory driving record.

EFry is an equal opportunity employer and is committed to building a diverse workforce and strongly encourages applicants that represent those we serve. We welcome applicants with non-traditional educational backgrounds and field experience.

Interested candidates must submit a cover letter and resume to [hr@efry.com](mailto:hr@efry.com) by no later than December 31, 2022, with the subject line SUP 22-222.

**We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.**