

JOB POSTING

Job Title:	Program Supervisor	Status:	Full time
Location:	Based out of Surrey or New Westminster	Posting #:	23-140
Schedule:	40 hours/week	Closing Date:	Sept 11, 2023

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 a Full Time, Program Manager, Columbia Place. Reporting to the Program Director, Columbia Place provides up to 17 women on conditional release from the Fraser Valley Institution for Women and other correctional settings with a supportive communal housing program in which they can demonstrate their ability to self-manage and complete the terms of their order from the Parole Board of Canada. Operating on an awake basis around the clock, staff support women to complete the community plan they presented to the Parole Board, and report, as legally required, on the women's whereabouts and adherence to the conditions of release in keeping the governing legislative requirements.

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.
- Performs other related duties as required.

QUALIFICATIONS:

- A degree in Criminology, Social Work, Counselling, Psychology, or related field (master's an asset), or the equivalent combination of education and experience totaling (5) five years.
- Three (3) years of previous direct program delivery experience in the community social services sector with a demonstrated working knowledge of a specific community-based program and related provincial and community support is required.
- Knowledge of women's issues, offender risk assessment, institutionalization, reintegration practices, substance use, co-occurring disorders, homelessness, trauma, poverty issues and community resources.

- Knowledge of legislation policies and procedures pertaining to Probation and Parole, Correctional Services of Canada, BC Corrections, Income Assistance, -, the Mental Health Act and Substance Use Services.
- Experience with strength-based approaches.
- Exceptional administrative, management, and organizational skills.
- The ability to function independently and frequently under pressure while managing concurrent needs and problems, including critical incidents and 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 workers.
- Strong communication skills, both written and verbal.
- Ability to provide guidance to staff in identifying individual care plans and client centered goals.
- Must possess solid judgement, problem solving, critical thinking, analytical skills, and the ability to perform while under pressure.
- Proficient in MS suite products and ability to learn and master new software applications.
- Ability to lift up to 30 lbs.

MANDATORY JOB REQUIREMENTS:

- Standard First Aid with CPR-C.
- Evidence of COVID-19 vaccinated status.
- 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) with a 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 by no later than September 11, 2023, with the subject line PS 23-140.

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