

JOB POSTING

Job Title:	Program Supervisor	Status:	Temporary Full Time (Until return of incumbent on maternity leave)
Program:	Mazarine Lodge	Start Date:	ASAP
Location:	New Westminster	Hourly Rate:	\$44.57
Hours:	40 hrs/wk, based on operational needs	Posting #:	24-01
		Closing Date:	August 30, 2024

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 Temporary Full Time, Program Supervisor for Mazarine Lodge. Located in Queensborough, New Westminster, Mazarine Lodge is a 44-unit transitional housing program for high needs women. Support workers provide awake management of the site and ensure the wellbeing of residents. A planned meal service offers two meals (breakfast and dinner) daily. Women live independently and have access to staff for support and case planning.

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 committed to creating an inclusive and equitable environment where all those participating in the organization are valued for their differences. We encourage and welcome applications from all qualified individuals, including applicants from all cultures and backgrounds, racialized communities, indigenous communities, diverse sexual and gender identities, various religious backgrounds, women, and those with disabilities. We are committed to a selection process and work environment that is inclusive and barrier free. We encourage applicants to self-identify if they wish to do so.

Interested candidates must submit a cover letter and resume to [hiring@efry.com](mailto: hiring@efry.com) by no later than August 30, 2024, with the subject line Program Supervisor #24-01.

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