



Youth Services Program Coordinator

Permanent Full-Time – 35 hours per week

(Some evening and weekend hours required)

Position Summary:

Reporting to the Director, the Program Coordinator is responsible for overseeing all aspects of the assigned program area. This includes program planning and evaluation, financial monitoring, employee supervision, client service, and all expected administrative and funding reports.

Qualifications:

Education, Training and Experience:

- Bachelor's Degree in related Human / Social Services field.
- Recent experience working with at-risk youth.
- Demonstrated experience in program development and implementation.
- Broad knowledge of community trends and requirements related to program responsibilities.
- Strong financial skills including developing and monitoring budgets.
- Experience and strong aptitude in the administration area.
- Excellent interpersonal communication skills, both oral and written.
- Minimum of three (3) years of recent related experience, including one (1) year of supervisory experience in the social services or non-profit sector.

Job Skills and Ability:

- Ability to develop positive relationship with colleagues, funders, and community stakeholders.
- Knowledge of human development and demonstrated experience working with youth.
- Knowledge of attachment-based interventions.
- Demonstrated ability to teach life skills and support employees and clients with follow through.
- Demonstrated skills in the areas of crisis intervention and conflict resolution.
- Strong collaborative skills to work with client care team and other professionals.
- Demonstrated flexibility and adaptability skills.

Key Duties and Responsibilities:

1. Plans, implements, and monitors provision of services for assigned new and existing programs in consultation with the Director.
2. Ensures effective and efficient program and service delivery consistent with Agency mandate and policy, legal, budgetary, and other requirements.
3. Manages the day-to-day operations of assigned programs including referrals, screening, assigning clients and employee support and supervision.
4. Formulates program procedures and evaluates the program in consultation with the Director.
5. Ensures all program accreditation standards are met and maintained. Completes regular client file audits and follows up with employees to ensure compliance with documentation standards.
6. In collaboration with the Director, participates in managing contracts to meet all requirements and reports on contracts to funders.
7. Participates in annual Agency budget development in areas of responsibility and must deliver services within established budgets. Reviews financials monthly with Director.

8. Supervises, develops, and motivates program employees to attain program objectives, ensures effective case planning and management.
9. Supervises human resource issues including assisting with hiring, performance appraisals, and ensures appropriate orientation, training, and development. Reports any performance concerns to the Director.
10. Establishes and maintains effective relationships with all relevant stakeholders.
11. Represents Agency on relevant committees and community groups and advocates for issues relevant to Chilliwack Community Services mission. Plays a leadership and development role in the community.
12. Provides a leadership role in development and implementation of CCS' Strategic Plan.
13. Completes all mandatory learning requirements.
14. Performs other related duties as required.

General:

- Wage rate as per BCGEU Collective Agreement, Program Coordinator 2, Grid Level 14 - \$26.94 per hour
- This position requires Union membership.
- This position is open to all persons.
- This position requires successful completion of a criminal record check.
- This position reports to the Director of Youth Services.

Please mention the name of the job position you are applying for in your cover letter.

NO phone calls. Only short listed applicants will be contacted.

Please submit your cover letter and resume to:

Human Resources
Chilliwack Community Services
45938 Wellington Avenue, Chilliwack, BC V2P 2C7
Fax: 604.792.6575 Email: careers@comserv.bc.ca

Closing Date: 12:00 Noon, June 19th, 2020