

Competition #01011819B JOB POSTING –Program Director**Role Overview:**

Holding responsibility for the overall operations of several programs for Children and Adults with intellectual disabilities, this full-time, salaried position ensures that service delivery meets MACL's goals and objectives. This full-time, salaried position is part of MACL's senior leadership, and implements larger organizational initiatives, monitoring and on-call coverage.

Application Deadline: February 15, 2019

Cover letter and resume including competition #01011819B to Jason Hughlett, Director of HR
Email: jason.hughlett@macl.bc.ca
Mail: 33345-2nd Avenue, Mission, BC V2V 1K4
Fax: (604) 826-9611

Key Duties and Responsibilities:

- Maintain a working knowledge of and ensure compliance with all regulations and standards, including MACL Policy and Procedure, WorkSafe, Collective Agreement, Employment Standards, MCFD, CLBC, Licensing Act and Regulations, and CARF Standards
- Develop and administer standards and accountability mechanisms which assure a high level of program quality and which are in accordance with policies and goals approved by the CEO
- Provide leadership and accountability to program supervisors Supervises the effective delivery of services by ensuring: adequate staffing; adherence to policies & procedures; monitoring and reporting of community safety conditions placed upon service users; implementation of, and adherence to, service users' Support Plans; safety of staff and service users, including adherence to OHS protocols; safe medication administration; contribution to continuous quality improvement and effectiveness of the agency's programs. Assists managers in orientation, training, monitoring, coaching, mentoring, and support of staff team.
- Provide on-call emergency support after-hours, including both telephone and in person
- Monitor the service delivery of professionals, resources and others workers, including volunteers, while they provide services to ensure that the necessary structure, consistency, quality and suitability are present to meet participant needs;
- Develop, deliver curriculum and provide training to supervisors and MACL staff members
- Provide direct service in order to teach others, resolve issues and/or solve problems
- Promote cooperation and communication between families, advocates, staff, community agencies and others and ensure that professional relations are maintained with other service providers
- Participate in various committees, working groups, associations, etc. in order to develop, identify and maintain opportunities for program participants and to increase the profile of MACL in the community
- At the request of the CEO, represent the agency by attendance at meetings, speaking engagements, participation in community and/or fund raising events and other functions;
- Prepare proposals, grant applications, reports, conduct special studies and make presentations as required
- Positively promote and maintain the vision, mission and policies of MACL and the people it supports.
- Provide temporary leadership coverage to programs outside of portfolio to ensure continuity of leadership support during leaves of other Program Directors
- Perform other duties as assigned by the CEO

Required Skills, Knowledge and Abilities:

- An appropriate degree in social services, human resources, or a related field and/or an appropriate combination of education and experience relevant to the position
- Minimum 3 years supervisory experience (preferably within the Community Living field)
- Demonstrated in-depth knowledge of community based programs for persons with developmental disabilities, of applicable legislation, requirements of funding and regulatory bodies and CARF Standards
- Excellent knowledge of theory, principles and goals of person-centered and family-centered practice
- Excellent oral, written, group facilitation and interpersonal communication skills
- Demonstrated teamwork, leadership, and supervisory skills
- Well-developed planning, organizing, controlling and administrative skills
- Ability to work under pressure while managing multiple concurrent projects and deadlines
- Proficiency in Microsoft Word, Excel and Outlook
- Approved Criminal Record search
- Valid BC Driver's License and access to vehicle is required
- Approved Driver's Abstract
- First Aid Certificate
- Physician's report verifying good physical and mental health