

PROGRAM SUPERVISOR - CHILDREN & YOUTH PROGRAMS QUALIFICATIONS AND JOB DESCRIPTION

POSITION SUMMARY:

The Program Supervisor is responsible for overall functions of the residential program including; scheduling, administrative duties, treatment planning, integrated case management and professional and community liaison.

HOURS:

The Program Supervisor will work a 40-hour work week, with some evenings/weekends as required.

QUALIFICATIONS:

- Education: BSW plus 2 years' experience or College Diploma plus 3 years' experience.
- Must own a vehicle and hold a valid B.C. Driver's License.
- Must complete an acceptable Criminal Record Search Report
- Must hold a current First Aid/CPR certificate.
- Must hold a current CPI certificate.

SKILLS:

- Must demonstrate experience dealing with challenging youth, strategy development, mediation, counseling, advocacy, community networking, and life skills management.
- Must demonstrate knowledge of different child and youth care approaches, the development of youth service plans, and legislation and government regulations applicable to the program.
- Must be able to work collaboratively with community resources and within a team setting.
- Must demonstrate clear, direct and sensitive verbal and written communication skills.
- Must demonstrate experience with program management and development.
- Must demonstrate experience with staff recruitment, hiring and training.
- Must demonstrate experience with supervision.
- Must demonstrate clear, direct and sensitive verbal and written communication skills.
- Must demonstrate experience liaising with community resources and multi-disciplinary professionals.

JOB DESCRIPTION:

Supervision

1. In consultation with the Program Manager, recruit, hire, orient, train and complete performance evaluations of program staff.
2. Supervise staff in reference to case planning, integrated case management, implementation and follow-up.
3. Provide clinical supervision on a regular basis.

4. Assist and support staff in the development of personal wellness and professional development.
5. Provide crisis case management consultation when required.
6. Respect and assure confidentiality of staff issues.

Administration

1. Attend and actively participate in team meetings.
2. Ensure all reports, updates, statistics, time sheets and petty cash records are completed within deadlines and reviewed.
3. Monitor and coordinate staff holidays, medical days and leaves.
4. Provide Program Annual Reports.
5. Report to the Director.

Communication

1. Establish professional working relationships with government Ministries and other relevant agencies in order to facilitate appropriate case management in the best interest of the client.
2. Participate in agency supervisory meetings and training.
3. Provide advocacy as required.

Professional Development

1. Maintain knowledge of all relevant services and programs.
2. Keep informed of all current trends and issues.
3. Maintain a working relationship with other community service providers, stakeholders and interest groups.

REPORTING/SUPERVISION EXPECTATIONS:

The Program Supervisor reports directly to the Program Manager.