

## **F/T Program Manager – 35 Hours**

**Community Integration Services Society**

**Port Coquitlam, BC**

**“Community Integration Services Society is committed to enabling individuals with developmental disabilities to become active members of their own community through community inclusion programs”**

CISS is seeking a Program Manager - Mon-Fri from 7:45 a.m. – 2:45 p.m.

### **Requirements:**

Degree/Diploma/Certificate in the field of Human Services with minimum 3 years experience in working with people with a disability. Minimum 2 years experience and education in management required. Valid class 5 Driver's Licence along with a reliable and safe car with appropriate insurance coverage. Current and valid First Aid and CPR certification is mandatory.

### **Job Duties:**

To develop goals and objectives for the program on an annual basis report on progress monthly.  
To oversee/monitor/facilitate programs and activities assuring that they align to client goals and interests.  
To ensure the planning and implementation of Individual Service Plans for each person in service is completed annually.  
To ensure the client's rights and wishes are respected in regards to their planning and programs.  
To be involved in the hiring, monitoring and supporting employees and termination if required.  
To delegate responsibilities to staff as required.  
To create a weekly staff schedule/monitor and manage accordingly.  
To keep accurate accounts for the program including petty cash.  
Adhere to financial and administrative paperwork timelines and deadlines.  
Complete payroll tasks accurately and within the payroll schedule.  
To liaise between all stakeholders, the client's home, the community at large and all funding/governance bodies.  
To attend seminars, workshops and conferences to increase professional knowledge and skills or as assigned by Executive Director.  
To participate in resolving any complaints or grievances put forward by client, staff and stakeholders.  
To carry out performance appraisals as required on subordinate staff.  
To be a strong advocate on behalf of all people with a disability.  
To adhere to and follow Community Integration Services Society's Code of Ethics and Conduct.  
To facilitate weekly and monthly meetings with the staff team, both individually and as a staff group.  
To complete any other tasks or duties as requested or assigned by the Director of Community Inclusion Services or the Executive Director.

***Please email your Resumes to Kaushika Pabari @ [Employment@gociss.org](mailto:Employment@gociss.org). No phone calls please.***

***You can visit our Website: [www.gociss.org](http://www.gociss.org) for information on the Society***

***We Thank all the Applicants however, only Selected Candidates will be contacted for an Interview.***