

Prince George & District Elizabeth Fry Society
Community Social Justice Programs Manager
Job Description

Job Summary:

The Community Social Justice Manager, based in Prince George, will be responsible for the oversight of services within the Domestic Violence Unit, Community Based Victim Services in Prince George and Quesnel, and Women's Outreach. This is an exciting opportunity for a versatile, hands-on professional who is both creative and diligent. You will have experience in mental health, community social issues, gender based violence and dynamics of victimization. You demonstrate professionalism, leadership, and best practices with employees, Board members, partners and the public. You will report directly to the Executive Director and be part of a skilled, dynamic leadership team.

Qualifications:

Post-secondary degree in related social services field, 3 years supervisory experience or combination of the above.

Direct program delivery experience in the community social services sector with a demonstrated working knowledge of community based programs and related provincial and community support is required.

Program Responsibilities:

Planning

- a) Assist in the development of all programs within the Community, Social Justice Programs portfolio
- b) Assist in making recommendations in terms of program policy and potential funding opportunities
- c) Assist in the active strategizing with staff and management team to develop and implement new programs or project proposals

Program Development

- a) Continually seeking and developing programs within department area and provide recommendations to the Executive Director
- b) Responsible for the assistance in the conceptualization and development of new programs and services
- c) Work collaboratively with other departments in developing programs
- d) Ensure that all new program proposals are written up according to current reporting format standards
- e) Be knowledgeable regarding CARF Accreditation as it relates to onboarding and training of staff

Program Management

- a) Ensure and maintain accurate, factual and up-to-date files
- b) Respond to electronic and mail correspondence as necessary
- c) Maintain statistical information as per contractual obligations
- d) Submit department month end report to Executive Director
- e) Keep daily time sheets to be submitted to Executive Director bi-weekly
- f) Submit mileage forms to Executive Director monthly
- g) Attend team meetings and conduct staff meetings within department
- h) Provide representation on internal committees as directed by Executive Director
- i) On call responsibilities for agency as determined within the Management Team

- j) Identify goals and priorities within the various programs in department
- k) Model leadership within individual departments
- l) Address all community concerns with regards to the department
- m) Identify internal and external stresses within the department
- n) Facilitate training for staff
- o) Monitor services provided
- p) Participate in ongoing professional development to ensure enhancement of programs within department
- q) In conjunction with annual work plans, actively seek out knowledge and skills pertaining to the position
- r) Ensure critical incident reports are complete and submitted in accordance with the policy manual

Legislation and Regulations

- a) Be knowledgeable of the various legislation pertinent to specific programs within departments, also the regulations governing such legislation

Policy Development

- a) Review and recommend changes, where necessary, in policies and procedures, in all program areas of the Society

Evaluation/Monitoring of Services

- a) Monitor the quality of all services provided within department and ensure contractual obligations are being met
- b) Develop and implement procedures for the review of all programs provided within Department
- c) Complete staff performance evaluations yearly
- d) Complete onboarding and probationary reviews within the first three months

Financial Management

- a) Meet with the Finance Manager and if necessary, the Executive Director, on a monthly basis to review expenditures and operational budgets
- b) Monitor fiscal expenditures within each program and comply with all financial procedures and policies.
- c) Negotiate contracts with funders as directed by Executive Director
- d) Compile yearly budgets for review on a quarterly basis

Personnel Management

- a) Responsible for recruitment and selection of staff and volunteers within the Community Social Justice Programs
- b) Available to assist other department managers in recruitment and selection of staff and volunteers
- c) Responsible for the orientation, training and development of staff and volunteers
- d) In communication with the Executive Director, provide support to the probationary process progressive discipline process
- e) With support from the Executive Director, perform Human Resource related duties
- f) Maintain effective work ethics of staff and volunteers
- g) Promote team building through motivating and supporting staff and volunteers
- h) Conduct program evaluations of outcomes and service deliverables
- i) Provide a feminist and trauma-based analysis of violence against women and children and knowledge of harm reduction models
- j) Provide supervision and mentoring to both staff and volunteers
- k) Responsible for scheduling and work allocation
- l) Support professional development for staff
- m) Conduct monthly meetings for teams within program areas
- n) Ensure the policies and procedures are current and adhered to by all staff and volunteers within your department

Community and Public Relations

- a) Develop and maintain positive working relationships with governmental ministries, potential partners and private agencies advocating on issues pertaining to gender based violence and the dynamics of abuse.
- b) Represent the Society at various levels of government related agencies and community committees
- c) As directed by the Executive Director, sit on standing or ad hoc committees and boards at various levels of government, education or community development to promote agency and programs within department
- d) Respond to any inquires by the media as directed by the Executive Director
- e) Build positive relationships with community partners
- f) Encourage feedback from the community and other sources:
 - regarding effectiveness of programs
 - possible expansion of programs in response to community needs
 - to promote a wider understanding of the role of the Elizabeth Fry Society

Board of Directors

- a) Attend Board meetings as directed by the Executive Director
- b) Provide the Executive Director with a full knowledge of the operation of the programs within your department through oral and/or written reports.

Other

1. Be responsible for the operation of the Program Teams
2. Perform such other related duties as directed by the Executive Director
3. Alert both volunteers and staff to relevant research and literature
4. Support cultural diversity and sensitivity
5. Participate in on call duties throughout the year.
6. Perform other duties as assigned