

Employment Opportunity - Posting

The Salvation Army – Fort St John B.C.



Giving
Hope
Today

Job Title:	Program Supervisor	Competition #:	5118
Ministry Unit/Dept:	Fort St. John, Northern Centre of Hope, Supportive Housing	Status:	Full time / temporary June 1, 20223 – July 1, 2024
Salary Range:	\$28.49	Date Posted:	May 18, 2023
Address:	9916 99 Avenue	Posting Expires:	Until Filled
Applications Accepted By:			
E-mail: employeerelations@nchope.ca Attention: HR Department <p style="text-align: center;">Please no phone calls.</p>		Mail: N/A	
MISSION AND VALUES:			
<p>The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.</p> <p>Mission Statement The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.</p> <p>Core Values The Salvation Army Canada and Bermuda has four core values:</p> <p>Hope: We give hope through the power of the gospel of Jesus Christ. Service: We reach out to support others without discrimination. Dignity: We respect and value each other, recognizing everyone’s worth. Stewardship: We responsibly manage the resources entrusted to us.</p>			
JOB DESCRIPTION:			
POSITION PURPOSE SUMMARY:			
<p>The Program Supervisor assists the Program Director in the day-to-day management of the Northern Centre of Hope, residential services management, and daily operations.</p>			
BASIC FUNCTIONS/RESPONSIBILITIES:			
<ul style="list-style-type: none"> • In conjunction with the Program Director, participates in candidate interviews under their supervision • Participates in orientating, training, evaluating; schedules staff in accordance with government contracts and Residential Standards; may respond and resolve complaints • During shift, takes lead role in crisis intervention, anger control, and disciplinary measures as required to ensure the safety of residents and staff; responds initially to resident grievances • Participates in the provision of the Case Management Plan including, support and other direct services to residents of the facility during shift; this includes appropriate use of rehabilitative and disciplinary measures • Participate in the candidate interview process for employees under your supervision. 			

- In consultation with the Program Director, fulfill management responsibilities in the hiring, encouraging, supervising, disciplining, and terminating (with the approval of DHQ) of staff reporting to you.
- Provide direction, support, and leadership to employees through individual employee evaluations, coaching and daily observation.
- Oversee the scheduling of staff and the reconciling of hours and be responsible for on-call schedule (sick time, vacation, EWR, etc.).
- Oversee the policies, standards and procedures are being consistently followed.
- Review guest files, overview the process of investigating and approving or denying guest requests.
- Oversee the care and safety of guests.
- Provide back up support to and when required assume functions of staff.
- Performs other assigned duties as required to ensure a safe and secure environment
- Establishes and maintains proper records, logs and files for the applicable shift to ensure the smooth operation of the facility; completes in-depth reports for significant incidents; prepares all resident files for discharge
- Monitors staff safety practices in compliance with health and safety standards, and prepares, submits and acts on incident reports
- Participates in or delegates the conduct of appropriate physical searches; maintains appropriate records of searches and house logs; monitors and checks logs to ensure the completion of regular security checks
- Ensures directly and through staff, the maintenance of the security and upkeep of the building and grounds, monitors security equipment
- Provides statistical and evaluative information to management levels when required
- May request that materials be ordered

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

Education/Certifications:

- The successful job applicant will have completed up to two (2) years of Community College
- Supervision Courses/Workshops
- Certificate in the social services field.
- First Aid/CPR
- Canadian Driver's License, clean Driver's Abstract

Experience:

- Three years but less than five years of prior related experience, including experience in a residential setting, supervision, working with marginalized clientele, and a social services background.

Required Skills/Knowledge:

- Attention to detail, problem solving and analytical skills.
- Strong sense of integrity and confidentiality with professional ethics and a balanced sense of fairness and flexibility.

HOURS: 40 hours per week

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Successful candidates, prior to hiring, may be required to provide:

- Background check consent.
- A clear vulnerable sector screening.
- A clean drivers abstract.
- Completion of our online Praesidium Abuse Training and required Health and Safety training.

The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.



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