

JOB DESCRIPTION: PROGRAM MANAGER

Employee's name	Program
Start date in this position	Program Coordinator

REPORTS TO: Program Coordinator
RATE OF PAY: As per current wage scale for Program Manager
PROBATION: 3 months

RESPONSIBILITIES:

Staff Supervision

- Provide leadership and direction to the staff team.
- Promote and support teamwork at all levels.
- Ensure that communication among team members is courteous and professional.
- Assist in the selection of new employees.
- Ensure that each new employee receives an orientation to the program and individuals.
- Ensure that program staff are aware of and fulfilling the requirements of their jobs.
- Conduct employee evaluations in a timely manner.
- Provide direct support to all program staff.
- Ensure that each employee meets and sustains the Society's expectations for employment.

Programming

- In liaison with the individuals' family and Social Worker, arrange person centred planning reviews
- Arrange for professional support as required.
- Assist staff to design individual program plans to enable individuals to achieve their stated goals.
- Monitor all individuals' activities and I.P.P.'s to ensure consistent follow-through.
- Ensure that necessary revisions to individuals programs are made in a timely fashion.
- Arrange for staff training and in-services to ensure staff have the knowledge and skills needed to carry out their jobs.

Health and Safety

- Oversee the day-to-day operations in the home and ensure compliance with all relevant regulations (CLBC, BC Housing, Health Authorities, Licensing, Fire Department, WorkSafe BC, CARF, and insurance conditions).
- Ensure that any threats to individuals or employee safety are dealt with promptly.
- Monitor individuals' health and personal care; ensure that health care plans, personal care protocols, and medical appointments are carried out and documented consistently.
- Ensure that emergency information is kept current and distributed appropriately.
- Arrange for household repairs, grounds maintenance, and servicing of vehicle(s).
- Ensure that home is maintained in a clean and comfortable condition at all times.

Administrative

- Ensure consistent application of Spectrum's Policies and Procedures by all staff.
- Ensure that personnel and individuals' records are kept current and completed accurately.
- Revise in-house forms as necessary.
- Ensure that all shifts are filled and schedules posted as per guidelines.
- Arrange for purchase of supplies and equipment for the home / program.



Maintain petty cash system and monitor in-house spending according to budgets.
 Ensure that individuals' funds are managed appropriately.
 Coordinate monthly team meetings; ensure that written minutes are posted promptly.
 Liaise with and disseminate information to Directors, Coordinators, families, professionals, and others as required.
 Attend monthly Managers' meetings.
 Complete Progress Reports and other written reports as required.
 Ensure that information submitted for input into ISP's, shift descriptions, orientation information, progress reports, and all correspondence on behalf of Spectrum Society or the folks you support is fully edited for spelling, grammar and format before being typed or sent out. Save and file according to standards.

EDUCATIONAL AND TECHNICAL REQUIREMENTS:

Post-secondary certificate, diploma or degree in social sciences preferred
 Training in management or supervision.
 Computer literacy (Word, email and internet usage).

EXPECTED HOURS OF WORK:

Full-time, generally ½ line shifts and ½ admin shifts. Some evening and/or weekend shifts required. Must work occasional relief shifts and adjust hours of work to meet the demands of the program.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

OTHER POSITION REQUIREMENTS:

Compliance with the "Requirements for Employment" as outlined in the Society's Personnel Policy and Procedures Manual and as outlined below
 Criminal records search required upon hiring and every five years thereafter
 First aid certification required upon hiring and to remain current throughout employment
 Excellent written and spoken communication (in English).
 Excellent stress management and interpersonal communication skills.
 Complete understanding of and commitment to the Society's mission and values.
 Excellent time management and organizational abilities.
 Proven ability to work independently.
 Two-year commitment to the position.

Program Coordinator check off all other requirements that are applicable to this position:

FoodSafe required TB test required Medical certificate required

Driver's license required (copy to H/R upon hiring and upon subsequent renewals)

Class 4 Class 5

If a driver's license is required, the employee must submit a driver's abstract upon hiring and upon subsequent driver's license renewals. The employee must inform H/R of any changes to his/her driver's license or any driving infractions.



Spectrum Society

FOR COMMUNITY LIVING

- ___ Use of personal vehicle required
If use of a personal vehicle is required, the employee must maintain adequate insurance coverage as outlined in the Society's Policy and Procedures Manual. The employee must submit a copy of his/her vehicle insurance and registration to H/R upon hiring and upon subsequent insurance renewals. The employee must inform H/R of any changes to his/her vehicle insurance or registration.

- ___ Other: specify –

EMPLOYEE SIGN TO ACKNOWLEDGE UNDERSTANDING AND ACCEPTANCE OF THE TERMS OF THIS JOB DESCRIPTION:	DATE:
SIGNED BY HUMAN RESOURCES:	

Original: to employee's file

Copy: to employee