



## **POSITION TITLE: Program Manager**

**TERM: Full Time, Permanent**

**SUPERVISOR: Associate Executive Director**

Secwepemc Child and Family Services Agency (SCFSA) is a progressive and culturally focused agency supporting family safety that endeavors to provide outstanding practice to First Nations families residing in the communities of the seven-member bands; Adams Lake, Bonaparte, Neskonlith, Simpcw, Skeetchestn, Tk'emlúps te Secwépemc, and Whispering Pines/Clinton and who reside in Kamloops.

Striving to provide exceptional family healing services through prevention-based practice, SCFSA incorporates a Signs of Safety® framework as an innovative, strengths-based, and safety-organized approach to child protection casework.



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### **Job Summary**

The Program Manager acts as a coordinator for Secwépemc Child and Family Services Agency's (SCFSA) projects while supervising and organizing activities to ensure that project goals align with SCFSA's objectives. This position is responsible for oversight of program development, event coordination, contract management and budget oversight, and synchronizing activities between all service lines, and multiple projects to ensure they align with SCFSA's strategic goals.

### **Qualifications**

#### **Education and Experience**

- Master's degree in social work preferred;
- Must be C-6 delegated under the Children, Family, and Community Service Act;
- Minimum 5 years' experience in social work or related experience;
- Proven experience in program development and management;
- Supervisory experience within an Indigenous organization is preferred;
- A significant combination of education and experience will be considered.

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#### **Main Office:**

153 Kootenay Way, Kamloops, BC V2H 0E6  
Ph: 250-314-9669 Fax: 250-314-9609



## **Skills and Abilities**

- Thorough understanding of project/ program management techniques and methods;
- Excellent knowledge of performance evaluation and change management principles;
- Proven experience managing teams and staff of different disciplines to produce results in a timely manner;
- Ability to work with a variety of stakeholders and build effective relationships;
- Strong aptitude in sound decision-making and problem-solving in situations under pressure;
- Outstanding organizational and leadership skills;
- Strong listening, oral, and written communication skills;
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms;
- Strong facilitation and staff development skills;
- History of developing efficient strategies and tactics to ensure that programs can deliver the desirable outcomes to organizations;
- Recognizes and respects all cultural diversity and has an understanding of local Indigenous culture and traditions.

## **Working Conditions**

- Travel to multiple locations will be required;
- Potential for violence in the workplace;
- May be required to work some non-standard hours connected to services and community needs;
- Receives regular supervision with direction and checks of the work performed.

## **Conditions of Employment**

- Must be able to obtain and maintain a Criminal Record Check;
- Must be able to obtain and maintain C-6 delegation;
- Must be able to obtain and maintain a valid BC Driver's License, class 5 with no restrictions;
- Must provide a vehicle in good operating condition and appropriate insurance to meet program requirements.

## **Directly Supervises**

- Ongoing Family Preservation Team Leader
- Intake Family Preservation Team Leader
- Intensive Youth Team Leader
- Community Family Preservation Team Leader

## **Pay Grade**

- Starting wage is \$57.9876

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An eligibility list may be created.

## **SUBMIT COVER LETTER and RESUME**

**Human Resources Department**

Posted Until Filled.

[hr@secwepemcfamilies.org](mailto:hr@secwepemcfamilies.org)

Note: only screened in applicants will be contacted. As per Section 41(1) of the BC Human Rights Code, preference may be given to qualified applicants of First Nations ancestry. Preference may also be given to applicants who can demonstrate knowledge and/or experience with Secwepemc language, culture, history, and customs.

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