

MANAGER OF EMPLOYMENT PROGRAMS

About John Howard Society of Victoria

John Howard Society of Victoria is a non-profit, social service agency in Victoria, British Columbia. It is a growing and innovative organization that strives to create safe, healthy, and inclusive communities for everyone. Our goal is to help youth, adults, and families achieve greater independence by providing support with housing, life skills, education, employment, and community-based services.

About the Role

The Manager of Employment Programs will lead, supervise, and administer the employment programs and staff within the organization in accordance with all related contractual agreements, and within the framework of the Mission Statement and Core Values of the organization. The Manager will demonstrate leadership and the ability to ensure contract deliverables and client outcomes are met.

What You Will Be Doing

- Program Management:
 - Develop and oversee community engagement plan and recruitment strategy for programs
 - Provide accurate and timely statistical reports on a monthly/quarterly/annual basis
 - Develop program manuals including program overviews and operation standards
- Human Resource Management:
 - Provide coaching, mentorship, case consultation, and performance management for staff
 - Participate in the development and provision of training, and enhance staff skills and performance
 - Schedule program staff, ensuring staff coverage, as required
- Community Engagement:
 - Liaise with community partners, funders, and stakeholders
 - Provide presentations to the community about JHS employment programs

What You Will Need

- Post-graduate degree in Social Sciences or a combination of equivalent related education
- Minimum 3 years of supervisory experience
- Experience working with or a strong understanding of serving vulnerable populations
- Experience in the delivery of employment programs is considered an asset
- Computer savvy with advanced expertise in MS office suite

Work Expectations

- Ability to provide clear criminal and vulnerable sector background checks
- Valid Class 5 Driver's license with access to a vehicle

Application Information:

The complete job description can be found below. If this dynamic opportunity within a growing non-profit organization sounds like a great fit for you, please apply with your resume and cover letter to:

<https://engagedhr.prevueaps.com/jobs/232269-33979.html>

This posting will remain open until filled.

We look forward to hearing from you and connecting with you!

JHS is an equal opportunity employer, values diversity of people and communities, and is committed to excellence and inclusion in our organization. We actively seek applications from diverse backgrounds, abilities, genders, sexual orientations, and ethnicities to apply. If contacted for an employment opportunity, please advise if you require accommodation at any stage of the recruitment process.

We thank all those who apply but only those applicants who are selected for an interview will be contacted.