



Victoria Native Friendship Centre
Internal/External Employment Opportunity
**Program Manager of
Aboriginal Early Intervention Services**



With a focus on the Aboriginal Infant Development Program (AIDP), Aboriginal Supported Child Development (ASCD) and Fetal Alcohol Spectrum Disorder (FASD); the Program Manager of AEI Services will carry out a variety of duties and work as part of the Management Team reporting directly to the Director of Children & Youth Services, Executive Director and/or Assistant Executive Director. The Program Manager of AEI Services will assist in the efficient operations of the daily programs and service activities. This position will also provide daily clinical and office supervision, leadership and support to staff within AIDP and ASCD programs, and will ensure that the work of the Team is well integrated and managed to the benefit of the client/community members served. For more specific information about AIDP please refer to the provincial website www.aidp.bc.ca. For more information about the Victoria Native Friendship Centre please see our website at www.vnfc.ca.

DUTIES: (include the following and not limited to)

- Manage the day-to-day operations of AIDP, ASCD and FASD, problem solving, assigning of caseloads, case planning, advice, de-brief and analysis of situations.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Providing leadership and support to front line staff regarding their caseloads and daily activities.
- Promotes the philosophy of the VNFC to the larger human service community.
- Maintains a reasonably balanced workload between direct client needs, program development and staff support.
- Assumes responsibility for the supervision of AIDP/ASCD personnel, assigning their work and performing annual staff evaluations.
- Ensures that programs are delivered in accordance with stipulated services outlined in applicable funding contracts.
- Will manage a minimal caseload of clients.
- Ensure a positive team/work environment for the staff.
- Prepare monthly/quarterly reports using statistics collected from staff; provide annual reports to the funding sources; submit reports, statistics to sponsoring organization, as required.
- Designs and develops programs to collaborate and address the needs of 10 local First Nations, Urban Aboriginal and Metis people in South Vancouver Island Region.
- Chairs and participates in Local Advisory Committee meetings quarterly.
- Develops, maintains and understands the working relationships with community partners, program funders that include but are not limited to; Bands, Tribal Councils, Aboriginal organizations; QACCH, Prevention VIHA, educational programs and/or institutions, and various government agencies at all levels.
- Budget preparation and financial management.
- Submits complete program reports to the Executive Director and/or funding agencies when required.
- Assisting with the interviewing, hiring, training and performance appraisals of staff.
- Addressing complaints and resolving problems where appropriate.
- Contributes to a positive work environment and does not engage in lateral violence or other destructive behaviours.
- Works from a strong Indigenous cultural foundation or Indigenous world view and promotes family centered practice.

KNOWLEDGE, SKILLS AND QUALIFICATIONS:

- Bachelor's degree in Child and Youth Care, Social Work, and/or Counseling; and 5 years of related experience.
- Strong knowledge and expertise in child development with emphasis on infant growth and development.
- Minimum 2 years supervisory experience.
- Relevant experience working with Aboriginal communities and families.
- Relevant experience working in non-profit organizations.
- Relevant experience working in the health and social programs field.
- 2 – 4 years training and/or experience in office procedures and systems
- 2 – 4 years experience with IBM Computers, MS Office and Outlook
- As this program has an outreach component, the candidate **must** have reliable transportation and hold valid BC driver's license and clean driving record. (Recent driver's abstract to be submitted).
- Must provide Vulnerable Sector Criminal Record Check (form can be located at <http://www.pssq.gov.bc.ca/criminal-records-review/>)

HOURS: Monday to Friday (35 hours/week); evening programming hours will be required.

SALARY: Commensurate with experience

COMMENCES: April 2017

**Please submit your resume and cover letter attention to:
Bruce Parisian, Executive Director
(by mail / fax / email to admin@vnfc.ca or in person)**

No phone calls please, only those selected for interviews will be contacted.

Closing Date: Friday March 24, 2017

Victoria Native Friendship Centre
231 Regina Ave. Victoria, BC V8Z 1J6
Telephone: (250) 384-3211 / Fax Number: (250) 384-1586

Pursuant to section 41 of the BC Human Rights Code, **preference may be given to applicants of Aboriginal Ancestry.**

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