



## MACDONALD YOUTH SERVICES

### EMPLOYMENT OPPORTUNITY

#### INTERNAL/EXTERNAL

**POSITION:** Term Program Manager – Specialized Individual Placement Services

*This is a term position ending May 2018, with the possibility of permanency*

**SUMMARY:** Macdonald Youth Services requires an experienced Program Manager (PM) for a term position within the Specialized Individual Placement Service Area. The PM is responsible for providing overall coordination and case management for all the youth in the home. This includes creating a therapeutic environment within the home through the development of individualized treatment plans and youth-specific day programming. The PM is also responsible for supervising staff to ensure all responsibilities to the youth are carried out within a youth centered, strength based framework that promotes the cultivation and mobilization of youth strengths, potential and capacity for growth.

**DUTIES AND RESPONSIBILITIES:** of the PM include, but are not limited to:

Overall Responsibilities:

- Represents the program by providing input into the selection process concerning potential youth and identifies move-in dates
- Develops, reviews and adjusts treatment plans for the youth, in collaboration with the Therapist/Clinician, through a strength based approach
- Provides on-call program and staff support as required
- Ensures compliance with Residential Care Licensing, SIP and MYS standards
- Ensures the physical maintenance of the home, its contents and all equipment and vehicles

Supervision/Staff Training:

- Interviews, hires and terminates staff
- Develops and carries out orientation, training, supervision and coaching of all staff
- Establishes annual performance goals in discussion with employees
- Plans and chairs regular staff team meetings

Administration:

- Ensures all administrative duties are completed in an efficient and timely manner
- Assists in developing, producing and implementing protocols and procedures for the program
- Assists in development and maintenance of the annual budget for the Program

Community Liaison & Relations:

- Liaises with the placing agency and other community resources such as neighbours and schools, in order to develop positive working relationships
- Represents the program and the agency in a professional manner at all times and in all activities

Professional & Personal Development:

- Participates in on-going professional development opportunities
- Other duties as assigned



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#### ESSENTIAL REQUIREMENTS:

- Degree in an applicable Human Services field with a minimum of 4 years' experience working with high risk youth, *and* 2 years' supervisory experience (a combination of education and experience may be considered).
- Completed YCW Core Competency Based Training (Supervisor), or willingness to attend
- Valid Driver's License and access to a reliable vehicle

#### PREFERRED REQUIREMENTS:

- A working knowledge of both the mental health system and youth justice system
- Training in ASIST, Child Development, Colonization and Cultural Awareness

**SALARY RANGE:** \$40,741.03 - \$56,350.10 d.o.q. per annum; salary will be pro-rated to the length of the term.

**HOURS OF WORK:** 40 hours per week; shifts include days with occasional evenings and weekends. This position is responsible for being a part of the on call rotation.

#### HOW TO APPLY:

*Applicants must demonstrate in their resume or cover letter how they meet the requirements of the position, quoting the competition number.*

**COMPETITION NUMBER:** 2664.03.17

**CLOSING DATE:** interested candidates are requested to submit a resume by **12:00 noon March 23/17**

Please forward a cover letter and resume (in word or PDF format) prior to the closing date, to:

Macdonald Youth Services – Human Resources

400 – 491 Portage Avenue

Winnipeg, MB R3B2E4

Fax: 204.284.4431

Email: [careers@mys.mb.ca](mailto:careers@mys.mb.ca)

Online: <http://www.mys.ca/join/types-of-opportunities>

MYS is an equal opportunity employer, Aboriginal persons, women, visible minorities and persons with disabilities are encouraged to apply.

MYS is committed to developing and retaining a diverse workforce. All job offers are conditional upon providing the following satisfactory, and current (within 3 months) background checks: Child/Adult Abuse Registry Check; Prior Contact Check; and Criminal Record Check with Vulnerable Sector Search. We thank all applicants for their interest, but only those selected for an interview will be contacted. For further information about our other employment and volunteer opportunities please visit our website [www.mys.ca](http://www.mys.ca).