

## Who are we

Knowles Centre is a community-based, non-profit social service agency for children, adolescents and young adults facing difficult times in their lives. It began as a home for boys in 1907 and today provides a range of therapeutic and skills-based programs to young people from Manitoba and other communities throughout Canada.

Knowles Centre is made up of a team of 130 full-time, part-time and casual employees. Each day we strive to help young people and their families address past struggles, develop healthier relationships and ways of life, and reach their full potential in the future.

We do this through the following programs:

- Healing Homes
- Treatment Foster Care
- Supported Advancement to Independent Living Program
- Day Treatment Program
- Sexual Abuse Treatment Program
- Moving Forward Counselling Services

In addition, we offer or arrange support services that complement our core programs, including:

- *Biimautaziwin* Aboriginal Cultural Program
- Recreation Program
- Camp & Outdoor Education Program
- Access to psychiatric consultation
- Program partnerships with River East Transcona School Division

Knowles Centre is a registered, non-profit, charitable organization governed by an elected Board of Directors.

## We are hiring!

### Knowles Centre

#### Full-Time – Director of Treatment Foster Care

The Director of Treatment Foster Care is responsible for over 60 foster children and approximately 30 foster families. The Director is a member of the management team, reporting directly to the Chief Executive Officer.

#### Duties:

- Responsible for the ongoing development, direction, and management of the Treatment Foster Care program;
- Performs HR functions including recruiting, orientation, and supervision of staff;
- Assisting in the development and management of the program budget;
- Assists and monitors the quality of the program services and the attainment of desired outcomes;
- Ensures compliance with all provincial foster home licensing and annual relicensing processes;
- Models good work management, communication, and conflict resolution skills and promotes positive staff morale;
- Identifies unmet needs in the larger child welfare system and considers ability of the program to address these needs;
- Assists in the overall organizational development and strategic planning of the Centre;
- Liaises with collaterals, marketing the program to contribute towards positive public relations and enhancing potential referrals to the program.

#### Qualifications:

- Masters degree in (Social Service, Psychology, Counselling) field;
- 5 years' experience working in a treatment foster care setting;
- Experience including exposure to clinical assessment and intervention skills dealing with children and adolescents with emotional and behavioral problems;
- 5 years of management and supervisory experience;
- Previous experience developing and implementing program initiatives;
- Experience working with Indigenous clients and knowledge of Indigenous culture;
- Experience with quality assurance (monitoring outcomes, trends, improvements);

- Excellent communication and interpersonal skills;
- Successful applicant will be subject to Child Abuse Registry, Prior Contact and Criminal Reference checks;
- Valid Manitoba Driver's License;
- First Aid/CPR;
- NVCI \*Can be obtained upon hire.

The Director of Treatment Foster Care will enjoy a private office on a scenic campus with free parking. They also will enjoy an enthusiastic team environment with opportunities to contribute to the overall development and enhancement of the program. They will receive regular supervision with the Chief Executive Officer. Knowles Centre offers a competitive salary and benefit package. This position is an excellent opportunity for the right candidate.

Knowles Centre is committed to providing a safe environment for children and youth. All applicants will be thoroughly screened using background checks and a review process.

## Why work at Knowles Centre?

There are great opportunities open to those who know making a BIG difference starts with the little things.

- Competitive salary
- 3 weeks' vacation to start
- Paid sick time
- Free parking
- Defined benefits pension plan
- Extended health plan and long-term disability coverage
- Optional additional life and critical illness insurance
- Support for life-long learning and professional development

**Posting date:** Monday, October 24, 2022

**Deadline for applications:** Monday, November 7, 2022

**Salary:** to be negotiated

**Work hours:** Monday to Friday, 8:30 a.m. to 4:30 p.m.

**Tentative Start Date:** December 12, 2022

All applicants are required to complete an employment application form as well as submit their résumé. Please find our [employment application](#) on our website.

Send resume with cover letter along with the employment application by 4 p.m., on Monday November 7, 2022 to:

Sandie Wagner  
Human Resources Coordinator

Knowles Centre  
2065 Henderson Hwy  
Winnipeg, MB R2G 1P7  
Fax: 204-334-4173  
Email: [swagner1@knowlescentre.org](mailto:swagner1@knowlescentre.org)

Knowles Centre is committed to diversity and inclusivity in the workplace. We are a friendly organization that welcomes applications from all individuals who share our values of maintaining a respectful environment for all.

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

Knowles Centre acknowledges that we are gathered on Treaty 1 territory, the traditional territory of Anishinaabe, Cree, Oji-Cree, Dakota, and Dene People, and the homeland of the Métis Nation. With the spirit of reconciliation and decolonization, we seek to understand our place in history, and build alliances with Indigenous communities through education and collaboration.