



**Canadian Mental
Health Association**
North and West Vancouver
Mental health for all

North and West Vancouver Branch
300-1835 Lonsdale Avenue
North Vancouver, British Columbia V7M 2J8
Phone: 604.987.6959 Fax: 604.980.0336

Program Manager (4 days) **CMHA NORTH AND WEST VANCOUVER**

Our vision: Mentally healthy people in a healthy society

We are seeking a Program Manager (4 days) to oversee the coordination and administration of CMHA NWV's programs, with a particular emphasis on peer support programs in the community. The successful candidate would support the planning, organizing, staffing and overseeing of program activities.

Duties and Responsibilities:

Program Development and Management

- Participates in annual strategic planning with the Board of Directors and monthly management meetings
- Plans the delivery of programs
- Develops new initiatives to support the strategic direction of the organization
- Develops annual budgets and operational work plans for each program area
- Develops a program evaluation framework to assess the strengths of the program and to identify areas for improvement

Human Resource Responsibilities

- In consultation with the Executive Director, recruit, interview and select well-qualified program staff
- Implement the human resources policies, procedures and practices of the organization
- Supervise program staff by providing direction, input and feedback (annual performance reviews etc)

Financial responsibilities

- Identifies and fosters trusting partnerships in community
- Works with colleagues to identify, develop and write grant applications
- Ensures that programs operate within approved budgets
- Ensure financial reports and supporting documentation for funders are prepared as outlined in funding agreements
- Identify and evaluate the risks associated with program activities and contribute to the annual risk management plan/matrix

Qualifications

- Degree in a Social Services or related field
- Previous experience supervising/managing others in a non-profit setting.
- Training in peer support
- Three years of recent work experience in peer support or outreach
- Experience delivering community training or education
- Indigenous Cultural Competency training



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- Experience working with people living with disAbilities and/or multiple barriers including poverty, racism, trauma, non-dominant language, culture, sexuality or identified gender, and mental health or substance use challenges
- Valid B.C. driver's license and use of a reliable vehicle during working hours.
- Basic computer and Internet literacy (including MS Word/Excel/Outlook, G-Mail)
- Excellent oral and written skills. Second language is an asset
- Valid First Aid Level 1 and CPR
- Vulnerable Population Criminal Record Check
- Physical capacity to carry out the duties and operate related equipment

Hours of Work and Considerations

Direct Reports: Up to 5-6 staff (2 full-time)

Reports to: Executive Director

Hours of Work and Special Considerations: Four days a week 9-5 pm, 30 hours per week, plus a daily unpaid 30 minute lunch break. Program Manager works a standard work week but may be required to work some evenings and weekends to monitor program activities.

Salary: \$25-27/hour

Benefits: 6% vacation, MSP premiums, Extended health and dental benefits, RRSP

Travel required.

We are an equity employer and encourage applicants from women, persons with disabilities, members of visible minorities, First Nations, Inuit, and Metis people, people of all sexual orientation and genders and others who may contribute to our further diversification.

How to Apply:

Please submit a cover letter and resume detailing your experience and qualifications to: employment.nwv@cmha.bc.ca