

Internal/External Job Posting

<b>Position:</b>	Program Manager	<b>Job Status:</b>	Permanent Full Time
<b>Required Shifts:</b>	Days, evenings, and weekends	<b>Reports to:</b>	Director, Clinical Services
<b>Hours of Work:</b>	1.0 FTE (37.5 hours weekly)	<b>Hourly Rate:</b>	Non-Union 8
<b>Location:</b>	Belleville	<b>Union/Non-union:</b>	Non-Union
<b>Date Posted:</b>	December 22, 2023	<b>Closing Date:</b>	January 8, 2024, at 4:30PM

Position Summary:

The Program Manager manages teams in the ongoing development, implementation, and evaluation of their assigned programs to ensure the provision of high-quality client services for people living in Hastings and Prince Edward Counties. The Program Manager works to advance the agency’s vision, values and strategic priorities across the communities we serve.

The Program Manager is a collaborative member of our dynamic Leadership Team, drawing on the insights of colleagues, leaders, and other services as well as their experience and knowledge of best practices to design, implement, measure, and evaluate their assigned programs and services. The Program Manager will work directly with clients and staff on quality improvement initiatives, and to facilitate continuity of care. Responsibilities will include contributing to the development, maintenance, and evaluation of program budgets, risk management, and change management initiatives. The program manager will be responsible for performance management of program staff, health and safety initiatives, and ensuring program quality.

Minimum Qualifications & Experience:

- Comprehensive knowledge of client-centered services and the principles and practices of community services;
- A University Degree in a relevant related discipline; or relevant post-secondary education/training in non-profit/social services/health-care program management;
- A minimum of 5 years’ progressive leadership experience, or equivalent combination of education, training and experience, within the non-profit/social services/health-care sector;
- Registered Healthcare Professional: an asset;
- Demonstrated knowledge and subject matter expertise in the discipline of the assigned programs;
- Effective organizational, management and leadership skills with a strong focus on coaching, mentoring and motivating professional employees;
- Ability to plan and organize one’s own activities independently, set priorities and work with deadlines requiring excellent time management skills;
- Ability to effectively interface with senior and middle management, staff, partners, the government, the public and key stakeholders;
- Demonstrable understanding of, and ability to apply, cultural awareness and sensitivity;
- A high level of integrity, confidentiality, and accountability;
- Sound analytical thinking, planning, prioritization, and execution skills;
- Ability to use various types of verbal, written and electronic communication effectively;
- Availability to work flexible hours as needed;
- Knowledge of federal and provincial legislation, regulations, professional standards, and best-practices applicable to the role of manager, the programs assigned, the team, and to the organization (i.e. Employment Standards Act, Occupational Health & Safety Act, Mental Health Act, Hospital Act, etc.);
- Possession of a valid Ontario’s driver’s license and access to an insured, reliable vehicle;
- Satisfactory Criminal Reference Check;

Please note: Duties and responsibilities are subject to change in the future.

**Applications: Please submit a resume and cover letter quoting competition number 2023-084 to [careers@cmhahpe.ca](mailto:careers@cmhahpe.ca) prior to the closing date of January 8, 2024, at 4:30PM.**

*We are committed to inclusive, barrier-free recruitment processes and work environments. If contacted, please advise us in a timely fashion of any accommodation assistance you require to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.*