

Community Health and Social Services Network

Posting Date: December 21, 2020

Position Title: Program Manager for Seniors

Reports To: Executive Director

Salary Range: \$66,000-\$86,000

Start Date: February 15, 2021

Submit CV and Cover Letter to: jjohnson@chssn.org

Closing Date: January 20th, 2021

If physical distancing protocols are still in place, in-person interviews will be replaced with video or phone interviews between Jan 25th to Jan 29th.

Only those applicants asked for an interview will be contacted.

Job Summary

The Program Manager is responsible for the development, implementation, management, supervision and evaluation of CHSSN programming specific to the 65 and over English-speaking Population of Quebec.

The Program Manager would work with partners across the province to ensure the health and well-being of English-speaking seniors through program development, knowledge development and partnership. The program Manager participates in strategic planning and budgeting initiatives in addition to problem solving. He/she works within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned.

Core Responsibilities

- Responsible for the development, implementation, management, supervision and evaluation of specific CHSSN programs designed for the 65 and over population
- Develop and implement long-term goals and objectives to achieve the successful outcomes for CHSSN programs in the area of Seniors
- Identify and collaborate with key partners in the area of seniors' health and well-being.
- Support community organizations that are working with English-speaking seniors to develop their own capacity to support and improve seniors' health and well-being.

Program Delivery

The Program Manager will be responsible for the implementation of CHSSN programming. His/Her responsibilities will include:

Organize programming

- Ensure that program activities operate within the policies and procedures of the organization
- Ensure that program activities comply with all relevant legislation and professional standards

Control the program

- Communicate with funders as outlined in funding agreements
- Write reports on the program for management and for funders
- Ensure that programs operate within the approved budget
- Monitor cash flow projections and report actual cash flow and variance to the Executive Director on a regular basis (monthly/bimonthly)
- Manage all project funds according to established accounting policies and procedures
- Ensure that all financial records for the program are up to date
- Ensure financial reports and supporting documentation for funders are prepared as outlined in funding agreements
- Monitor the program activities on a regular basis and conduct an annual evaluation according to the program evaluation framework
- Report evaluation findings to the Executive Director and recommend changes to enhance the program, as appropriate

Qualifications

Education

- Bachelor's degree required, Master's degree preferred.
 - Social Sciences
 - Public/Community Health
 - Business Administration

Professional experience

- At least 3 to 5 years of experience in management in a related field and administrative experience a plus.

Knowledge, skills and abilities

- Bilingual (FR/ENG)
- Knowledge of program management
- Effective oral and written communication skills
- Knowledge of Seniors programming
- Knowledge of the English-speaking community of Quebec
- Knowledge of the health and social services sector in Quebec
- Knowledge of Community Development Principals
- Knowledge of Linguistic Minorities, Rural and Remote Communities
- Strong problem solving and group work leadership skills
- Ability to interact with people of all ages and cultural backgrounds
- Ability to work independently and as part of a team

Job Posting:

Proficiency in the use of computers for:

- Word processing
- Simple accounting
- Databases
- Spreadsheets
- E-mail
- Internet

Conditions of Work

This is a full-time position of 35 hours per week Monday through Friday.

During COVID-19, CHSSN is supporting employees to work from home. However, when we are allowed to return to the office, the Program Manager will work from the CHSSN offices in Quebec City.

Travel to regions across Quebec is required regularly.

On occasion this position may require working evenings and on weekends.