



TSOW-TUN LE LUM SOCIETY

HELPING HOUSE

PO Box 370, 699 Capilano Road
Lantzville, British Columbia V0R 2H0

Telephone: **(250) 390-3123**

Fax: **(250) 390-3119**

PROGRAM DIRECTOR

Full-Time Position

Closing Date: Friday, May 11th, 2018

This position requires candidates to have three (3) years free from using alcohol and/or non-prescription drugs.

Reports to: Executive Director

Key Duties/Responsibilities

Under the direction of the Executive Director, the Program Director will:

- Plan, develop, implement, and oversee the day-to-day operation of the program by: ensuring the program guidelines and policies are adhered to, and program standards and accreditation standards are met; and by supervising and supporting staff members.
- Manage human resource policies necessary to support the objectives of the society including issues related to hiring, performance appraisal, discipline, and grievance resolution.
- Maintain a supportive climate of staff relations through sound personnel practices and respect for all persons.
- Assist in determining and scheduling staff training.
- Monitor and authorize program expenditures and budgets.
- Promote public awareness of and support for Tsow-Tun Le Lum programs by performing duties such as producing promotional materials and attending community events. Liaise with community service providers and other professionals to coordinate service provision.
- Perform additional duties/tasks as required by the Executive Director and the Board of Directors of the Tsow-Tun Le Lum Society

Skills & Abilities:

1. Excellent presentation, public relations, oral, written, and interpersonal communication skills.
2. Demonstrated teamwork, leadership, managerial, and administrative skills.
3. Well-developed planning, organizing, controlling and negotiation, bargaining, and decision making skills.
4. Ability to deal tactfully with sensitive issues.
5. Skill in communicating with members of First Nations communities.

6. Skill in communication with agencies of the federal, provincial, and local governments and other agencies.
7. Ability to compile, complete, and submit grant application documents to various funding agencies.
8. Ability to deal effectively with crisis situations.
9. Ability to exercise sound judgment in the analysis of issues and the establishment of priorities.
10. Ability to function independently, and frequently under pressure, while managing multiple concurrent projects and deadlines, including effectively managing crisis or emergency situations, is an ongoing expectation.
11. Participation at meetings, conferences, and other events may involve long work days, frequent travel, and evening or weekend work.

Education & Training:

Graduation from an accredited college or university, with a degree in a discipline relevant to the Society's requirements.

Three years of program, managerial, and supervisory experience in the community social services sector. A demonstrated working knowledge of treatment programs, funding sources, community relations, board relations, and access to community resources is required.

A combination of recent related experience and education may be considered.

Additional Requirements:

A criminal record check will be conducted. Knowledge of Aboriginal people, culture and traditions. Holds a valid First Aid certificate or willing to attend First Aid training. Must possess a valid driver's license. In meeting the objectives and philosophies of the Society, preference will be given to qualified individuals of Aboriginal Ancestry in accordance with Section 42 of the BC Human Rights Code.

The successful candidates will have a willingness to role model and maintain an abstinent lifestyle and be three (3) years alcohol and drug free

Please address a Cover Letter and Resume to:

**Att: Personnel Committee,
Tsow-Tun Le Lum Society**
PO Box 370, 699 Capilano Rd,
Lantzville, BC, V0R 2H0
Fax: (250) 390-3119
Email: info@tsowtunlelum.org

On your Cover Letter:

- Please state the **length** you've been abstinent from alcohol or drugs; and also, please state your **aboriginal ancestry**.

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