



Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

### **Program Manager – McCauley Apartments**

*Housing and Mental Health Division*

#### **Job Purpose**

McCauley Apartments provides accommodations with minimal assistance to Tenants. It strives to develop an interdependent housing model.

The Program Manager is a member of E4C management team who is responsible for the McCauley Apartments. This position reports to the Director of Housing and Mental Health Services, and provides key support to the McCauley Community.

The Program Manager ensures the efficient and appropriate operation of the entire program. This position is a key contact for the community to the program.

#### **Duties and Responsibilities**

##### **Management and Leadership**

- Coordinate delivery of safe housing.
- Instill and maintain the program and organizational cultural within all program policy and practice.
- Develop, Implement and evaluate program policies and procedures.
- Coordinate program information.
- Develops and supports community programming and volunteers programs.
- Liaisons with McCauley Community League Program Committee.
- Do tenant's intakes and tenants support in building.
- Acts as the landlord and link between CRHC and E4C.
- Acts as link with other tenants' service providers and the police.
- Supervise appropriate staff.
- Other duties may be assigned as needed.

##### **Administration**

- Adhere to Human Resources and Program Polices and Procedures in delivering services.
- Develop a monthly program report.
- Coordinate the overall maintenance of the housing facility.

- Develop, implement and track the program budget.
- Monitor and report on funding and petty cash expenses.
- Monitor collection and release of donated goods and services.
- Other duties may be assigned as needed.

## Qualifications

Preferred:

- Strong interpersonal, communication, team work, leadership and organizational skills. Non-judgmental and empathetic attitude.
- Degree in community development or equivalent and 4 years of related or direct service work experience.
- Knowledge in landlord and tenant issues.
- Current Security clearance and Child and Youth Intervention Module Check.
- Current Standard First Aid and CPR and Suicide Intervention training.
- Valid Driver's license, proof of \$ 1 million PLPD insurance, operation of personal vehicle required.
- Aptitude and Skills in computer operations.
- Broad Knowledge base on the issues of homelessness, prostitution, addiction, abuse, aboriginal and other cultures and inner city communities.

## Working Conditions

Some shift work may be required however this position is primarily based on standard office hours.

## Salary Scale

Starting: \$41, 775.00/yr

Please submit your résumé to:

E-mail: [hr@e4calberta.org](mailto:hr@e4calberta.org)

Fax: 780.425.5911

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