

Courage

Compassion

Connection

Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking an enthusiastic individual eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people and our community.

Position: Program Manager, Elizabeth House

Job Purpose

Elizabeth House provides accommodation and short-term assistance to homeless women in their integration back into the community.

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

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. This position participates in the on-call rotation.

Duties and Responsibilities

Management and Leadership

- Coordinate delivery of safe housing and emergency support programming through training, consultation and supervision of client support and residential staff.
- Instill and maintain the program and organizational culture within all program policy and practice.
- Implement and evaluate program policies and procedures.
- Coordinate program information through the management of client and program personnel information, preparation of summary reports of activities and statistics, and communication and consultation with stakeholders and relevant parties.

Administration

- Adhere to Human Resource and Program Policies and Procedures in delivering services.
- Develop a monthly program report.
- Coordinate the overall maintenance of the housing facility.
- Develop and implement the program budget.
- Monitor and report on funding and petty cash expenses.
- Monitor collection and release of donated goods and services.

Qualifications

Preferred:

- Strong interpersonal, communication, teamwork, leadership and organizational skills. Non-judgmental and empathetic attitude.
- Bachelor level degree in a human service field or equivalent AND four years of related or direct service work experience.
- Current Security Clearance and Child and Youth Intervention Module Check.
- Current Standard First Aid and CPR and Suicide Intervention Training.
- Valid Drivers License, proof of \$1 million PLPD insurance, operation of personal vehicle required.
- Aptitude and skill in computer operations.
- Broad knowledge base on the issues of homelessness, prostitution, addiction, abuse, aboriginal and other cultures, and inner city communities.

Work Conditions

This position is a permanent full-time position.

Salary: \$ 41,775 - \$ 54,400 depend upon experience plus benefits

Apply with resume & references to:

Human Resources Manager & Program/Volunteer Coordinator

M. Luiza Coelho

E-mail: hr@e4calberta.org Fax: 780.425.5911

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