

Program Supervisor for High Prairie Family Services Centre #HP-379-LPS **Collaborative Service Delivery**

Location: High Prairie, Alberta

Full time: 40 hours per week (0830-1630; Variety of shifts including, weekdays, weekends and evenings)

Regular rate: negotiable - based on education and experience

Do you want to help local families?

We are currently recruiting for a Program Supervisor (also known as a Lead Practice Specialist or LPS) who develops, implements and manages the High Prairie Family Services programs in this CARF-accredited agency. S/He implements and monitors service delivery policies and procedures and directs/coordinates program staff who work in and out of the Family Services Centre. S/He also works directly with persons served and their families/care teams as required, and is responsible for overseeing and coordinating individual program plans. The LPS participates in agency decision making and is the primary liaison with the contracting body. This position reports to the Program Director.

At WJS Canada, trust, strong connections, innovation and results are the pillars of our mandate. We manage by developing our core strength: our people. We give employees the tools to do the job, developing their competence and their confidence, by conducting training programs to ensure professional development and build skills, employee morale, employee safety, health, loyalty and satisfaction. Developing people includes respecting employees work-life balance through flexible hours, locations and duties. We support our staff with assistance and benefit packages, innovative wellness programs and compassion for the life challenges they face.

Our employees enjoy:

- Comprehensive benefit plans for full time employees.
- Flexible hours of work.
- Inspiring, challenging and rewarding work where you will make a difference each and every day you work.
- Training and development programs to increase your knowledge and skills and ignite your career!
- Appreciative teams, Appreciative clients, Organizational Recognition and Rewards.
- Relocation assistance may be provided on a case by case basis.

How we make a difference:

WJS Canada's mission is "Strengthening people and communities with innovative, individualized services". The support we provide for families emphasizes building relationships to enhance the family's strengths and achieve goals that address their needs for support in areas of struggle. Services are individualized and based on the family's belief that their own internal resources can be strengthened and that other helpful skills can be developed. For more information on WJS, services and career opportunities, visit www.wjscanda.com

Where we work:

While WJS serves individuals in many communities across Canada this opportunity is in **High Prairie, Alberta**. Located approximately 200 km north-east of Grande Prairie, Alberta or 100 km southeast of Peace River, is the Town of High with a population of 2,827 people. It is the "Gateway to the Mighty Peace Country" and located in the Municipal District of Big Lakes. High Prairie is within 20 minutes of first class sandy beaches. Also within close proximity to High Prairie are two Provincial Parks, Hilliard's Bay and Winagami Lake. Hilliard's Bay boasts world class open water fishing and a 190 site campground. Winagami Lake is a bird watcher's paradise with over 200 observed bird species. For more information on High Prairie and area visit <http://townofhighprairie.com>

How you will make a difference in your role:

- Develop, implement and manage Collaborative Service Delivery (CSD) based programming.
- Recruit, screen, hire, supervise and evaluate performance of program staff; coordinate work allocation, training and problem resolution; motivate employees to peak performance and productivity; take disciplinary action when required.
- Supervise, assign and monitor caseloads.
- Coordinate and assign client files and referrals to caseworkers through interdisciplinary case management.
- Advocate for clients in the program and foster cooperative work environments.

- Use best practices to develop, implement and manage programming and individual program plans (IPPs) to support children and families
- Participate in community development projects and promote program services to external agencies and the community
- Ensure program procedures are performed according to accreditation standards.
- Collect, organize, prepare and edit correspondence, reports/documentation, payroll and maintain files and records according to applicable agency, ministry and accreditation standards.
- Provide the Program Director with regular updates on staff/program activities and development.

As an ideal candidate you possess:

- Diploma in Social Services, Bachelor of Social work or similar education. Other combinations of education and experience may be considered.
- Minimum of 2 years recent supervisory experience and 3 years working with families in a human or family services field.
- Demonstrated knowledge of therapeutic and intervention theories and the stages of child development;
- Must have good knowledge of Signs of Safety (SOS), Solution Focused Training, Attachment Theory, Trauma Informed Care and Collaborative Service Delivery (CSD)
- Excellent verbal, written and listening communication skills and interpersonal skills in order to work effectively with individuals and groups from a variety of diverse communities and to resolve conflict in an effective manner;
- Valid Alberta Driver's License, reliable vehicle with appropriate insurance, and clean driver's abstract
- Strong understanding of the Child, Youth and Family Enhancement Act.
- Valid CPR/First Aid and Suicide Intervention training
- Knowledge of aboriginal culture is an asset; cultural sensitivity and solution focused training an asset.
- Training in suicide prevention and cultural sensitivity

****All applicants must provide a current (dated within 3 months of hiring date) Criminal Record Check and Ministry Check prior to confirmation of employment with WJS Canada. These checks can take up to 6 weeks to obtain, prepare accordingly.**

Applications will be accepted until a suitable candidate is found.

Please apply with a resume and covering letter (outline education, experience and references).

Please be sure to include Competition #HP-379-LPS with your email or fax subject line.

Attention: Roderick Freeman, Program Director

Fax: (855) 465-5502

Email: abhr@wjscanada.com

Apply online and view our other career opportunities at: <https://wjscanada.com>