

## JOB POSTING

**Title:** SHINE Provincial Manager

**Hours of Work:** 37.5 hours per week

**Probationary period:** 4 months

### **Society Profile:**

Seniors Services Society is a non-profit agency located in New Westminster, BC which provides support services for seniors in New Westminster to live independently, as well as housing information across BC and outreach services for seniors in the Lower Mainland.

### **Purpose:**

SHINE BC program is Seniors Services Society's vision for a province-wide, integrated model of housing and mental health and addictions information and support services for seniors experiencing housing insecurity. Reporting to the CEO, the **SHINE Provincial Manager** is responsible for providing overall guidance and management to the program, in order to achieve agreed upon action plans and strategic objectives.

### **Key Responsibilities:**

#### SHINE Related:

- Responsible for all aspects of the SHINE program and its expansion.
- Oversee the development and delivery of HNT (Housing Navigation Training).
- Responsible for overseeing the Navigation Team.
- Develop and conduct program evaluation.
- Data collection and analysis on SHINE and Navigation programs.
- Provide ongoing interim reports as required by the funder, keep an ongoing record of all tasks and stats achieved for documentation, and operate within budget.
- In conjunction with the CEO, work collaboratively to engage with support partners and support agencies.
- Assist with grant writing and outcome reports on behalf of the Society.
- Cross-train with Program and Administrative Manager to assist when needed.
- Other duties as required.

#### Administrative:

- Assists to hire orient, train, and supervise SHINE and Navigation staff, and ensures a supportive and collaborative teamwork environment.
- Along with Administrative Manager and Program Manager conducts regular performance reviews and ensures job manuals are up to date.



- In conjunction with the CEO and the Administrative Manager, ensure all human resource administration, policies and procedures are in place, and consistently adhered to.

#### **Qualifications:**

- Previous experience in program management.
- Experience leading and managing staff.
- Exemplary leadership traits and skills; ability to inspire, motivate, guide and support staff.
- Knowledge of mental health and addictions programs and services available to seniors at the local, provincial, and federal levels.
- Superior organizational skills with the ability to multi-task, prioritize workloads, and meet deadlines.
- Superior Data management skills.
- Excellent interpersonal and communication (verbal and written) skills.
- Public Speaking/Community Engagement Skills
- Advanced computer skills with Microsoft Office (Word, Excel, Access, PowerPoint, Publisher and Outlook).
- Must be able to work both independently and as a member of a team.
- Criminal Record Check with clearance for vulnerable sector

#### **Job Details:**

This is a full time regular position - 37.5 hours per week, Monday to Friday, 8:30am - 4:30pm, some evenings and weekends as needed.

#### **Compensation:**

Salary will depend on the applicant's qualifications, experiences, and skillset.

- Range of pay: 62,400– 70,200 annually based on experience and skillsets.
- Paid time off between Christmas and New Year, Day off on birthdays, contribution towards training/wellness.

#### **How to Apply:**

Please submit your resume and cover letter via e-mail or fax only. **NO PHONE CALLS PLEASE.**  
**We thank for all applicants; however, only qualified candidates will be contacted. OPEN UNTIL FILLED.**

**Contact: Gagan Grewal-Madaan**

Email: [gagan@sssbcc.ca](mailto:gagan@sssbcc.ca)