



Job Title

Program Director - Persons with Developmental Disabilities (PDD)

Job Details

Competition Number: B338A-120404-PD

Job Number: J1217-0404

Job Type: Permanent, Full-Time

City: Bonnyville

Province: Alberta

Hours of Work Per Week: 40

Scheduled Days Each Week: Monday, Tuesday, Wednesday, Thursday, Friday

Scheduled Hours: 8:30am TO 4:30pm

Number of Positions: 1

Compensation: \$74,880.00 - \$87,360.00 /Year

Job Description

The Program

WJS Canada helps people with developmental disabilities become active and involved in their communities. Our wide range of local programs and services includes supported homes, supported independent and semi independent living, behaviour consultation and mental and physical care. In our passion to improve lives and develop life skills, we encourage inclusion and participation through community living and life skill coaching, career development, rest and relief for care-givers and family support.

The Position

As a member of the provincial management group, the Program Director provides operational management and leadership for WJS PDD programs in Bonnyville/Cold Lake area, as well as, contributes to agency decision-making and participates in national planning initiatives. The Program Director manages quality assurance, finances & human resources for current programs & services and encourages business development through the development and promotion of new programs in the Bonnyville/Cold Lake region. S/He oversees a diverse group of Program Managers, ensuring programs comply with contractual obligations programs and operate according to applicable policies, procedures, guidelines, regulations and provincially determined standards.

In Your Role You Will

- Foster a cooperative work environment.
- Supervise, train and develop Program Managers.
- Use best practices to evaluate, modify/develop and implement appropriate change in operations, service delivery/environment and individual program plans.

- Manage negotiations, mediation and conflict resolution in dealing with agency stakeholders.
- Function in accordance with applicable agency, ministry and accreditation standards.
- Develop financial plans and manage resources.

***** Prior to confirmation of employment all applicants must provide a current (dated within 3 months of hiring date) Criminal Record Check and Ministry Check. These checks can take up to 6 weeks to obtain, please ensure you prepare accordingly.**

As An Ideal Candidate You Possess

- A degree in one of the humanities, social sciences or related field with educational preparation for the roles of manager and administrator.
- 3-5 years experience in a similar management or human services generalist position.
- Other combinations of education and experience may be considered.
- Must have specific experience with financial and human resource management.
- Able to develop financial plans and manage resources; ability to analyze and interpret financial data.
- Ability to identify and secure funding/revenue sources.
- Skill in organizing resources and establishing priorities
- Strong conflict resolution, mediation and crisis prevention and intervention techniques.
- Commitment to quality assurance; knowledge of CARF and related accreditation and certification requirements.
- Knowledge of communications and public relations principles, practices and techniques; ability to develop and deliver presentations.
- Ability to foster relationships with government officials, community groups, etc.
- Ability to use common computer applications is required.

What WJS Canada does

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 & career opportunities, visit www.wjscanda.com

Our Employees Enjoy

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.

For more information on WJS Canada visit our website: www.wjscanada.com

No telephone calls please. Only those candidates selected for an interview will be notified.

To apply for this position, please click [here](#).