



Vacancy: Program Manager
Status: Permanent Full Time

The Program Manager will be responsible for the operation and management of the designated program(s).

Duties and Responsibilities:

- Work collaboratively as part of the management team.
- Ensure financial guidelines are followed.
- Collect statistical data and prepare written reports.
- Plan and implement strategies to ensure program objectives are met.
- Manage/Coach team to achieve organizational and personal objectives in line with the Collective Agreement and relevant Human Resource policies.
- Ensure staff compliance with agency/program procedures and standards.
- Ensure regular, ongoing program development and evaluation.
- Build community capacity through partnerships and stakeholder events.
- Provide on-call services and staff back up when necessary.

Qualifications:

- Degree or diploma in a relevant human services program.
- Seven years of experience in the social services field.
- Demonstrated leadership competencies including solution focused problem solving, and the ability to work collaboratively with others.
- Expertise in the mental health field, including a thorough knowledge of the Mental Health Act, PHIPA, crisis intervention, concurrent and mental health issues.
- Superior organizational and time-management skills.
- Strong client service focus.
- Demonstrated excellent written and verbal communication skills.
- Full proficiency with MS Office Suite (including Word, Excel, Outlook, PowerPoint and Publisher).
- Driver's licence and access to a vehicle required.

Durham Mental Health Services is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise Human Resources of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

Durham Mental Health Services thanks all applicants, however, only those selected for an interview will be contacted. To pursue this opportunity, please submit your application to smacleod@dmhs.ca