



Program Manager

Barrhead VSU is seeking a full time Program Manager position to join our team. The Program Manager (PM) reports to the Board of Directors and is responsible for the general management and daily operation. Barrhead VSU provides assistance to victims of crime and tragedy from referrals by the RCMP with the assistance of volunteer Advocates. Extensive training will be provided to the successful candidate. The PM develops and maintains a close liaison with the RCMP, Alberta Justice & Solicitor General, Municipalities, as well as, outside agencies. Barrhead VSU serves the Barrhead and Swan Hills RCMP Detachment areas with the main office at the Barrhead RCMP Detachment.

Duties and Responsibilities:

- Work with Board, staff, volunteer Advocates and RCMP
- Experience with application of Grant writing
- Prepare and manage VSU budget with the Board consultation
- Prepare statistic reporting for the Board and Alberta Justice and Solicitor General
- Provide information, support, guidance and referral to victims
- Supervises the support to victims and maintenance of client files
- Volunteer Advocate recruitment, training, and supervision
- Networking to maintain community partnerships and Public Relation Events
- Fundraising efforts

Basic Requirement:

- Possess skills to deal with emotional aspects of working with victims
- Able to handle stressful circumstances
- Excellent interpersonal and communication skills
- Time management skills
- strong fiscal responsibility
- Be willing to work a flexible schedule when needed
- Computer proficiency in Word, Excel, Publisher, PowerPoint etc.
- Ability to work on Crisis Callouts on evenings and weekends
- Ability to share the 'On-Call' phone with other Advocates and staff
- Complete appropriate training for Program Manager position
- Team player with the ability to work on their own

Qualifications:

- Post Secondary Education or equivalent in Social Work, Criminal Justice or related field
- a minimum of 5 years experience working with vulnerable people or victims of crime
- 2-5 years' experience in an office environment providing supervision
- Ability to successfully complete the Enhanced RCMP Security Clearance
- Have a working knowledge of the criminal justice system
- Knowledge of the RCMP and justice system and process
- Possess a valid Alberta Driver's License
- Be a Canadian citizen

To Apply: Send cover letter and resume to victimservicesbarrhead@gmail.com. Deadline for applications are Monday, October 26, 2020. For more information, call Heidi at 780-674-4848. Only those selected for interviews will be contacted. Salary will be commensurate with experience and qualifications.

MISSION STATEMENT

To minimize the impact of crime and trauma for victims in the Barrhead & Swan Hills area by partnering with the police and community organizations to provide timely support and advocacy.