

# Job description

## Who are we?

The Lloydminster Interval Home Society is a dynamic community-based organization with over 40+ years of experience and dedicated passion to develop the lifetimes of well-being and healthy relationships for all. We are an organization who is committed first to support our clients; to “provide safety, support and education by empowering children, youth, adults and communities we serve”. Second to support each other; to come together and live our **“RICH”** values of **Respect, Integrity, Compassion and Honesty** and to help us achieve Lloydminster Interval Home Society’s goal in ***‘Giving Hope a Space to Grow’***.

## Why Choose the Lloydminster Interval Home Society?

The Lloydminster Interval Home Society is continually working to be an employer of choice. We offer a supportive and healthy work culture, a competitive salary, an attractive health/dental benefit plan, paid Flex/Wellness days and a health spending account. In addition, we value our employee’s growth and support professional development. At LIHS we live and lead through our Core Values, it is a requirement to be familiar with these as we hire, review, develop and reward our people around them.

## Position Overview

In this newly established Supervisory role, as the **Director of Community Programs**, you will be responsible for overseeing the sustainable and strategic initiatives of the community program’s operations. In addition, contributing to the overall best interests of the Lloydminster Interval Home Society, the LIHS Leadership and residential Team in a professional and diplomatic manner. You will demonstrate a high level of leadership to engage and motivate staff, promoting a positive culture and work environment. Complex problem solving, critical thinking, ethical decision making, social perceptiveness, and the ability to analysis and evaluate systems are key skills you must exhibit in this position. You will monitor and report on all program outcomes that are delivered through the implementation of trauma aware and harm reduction practices, and strength-based, client-centered approaches. Your work style must include being dependable, innovative, taking initiative, manage self control and tolerance of working within stressful situations and environment will ensure your success in this dynamic and rewarding role.

## **Key Responsibilities**

Contribute to the development of LIHS sustainability plan in relation to residential programs.

Develop and provide oversight of the community programs operational work plan and report all outcomes.

Oversee all community program operations and initiatives to support established program outcomes; explore and implement opportunities to maintain stability and sustainability.

Research, establish, and implement the most current and up to date best practices to promote high quality client services.

Coordination of employee employment cycle, in addition building staff capacity and knowledge through training, coaching and evaluation.

Monthly scheduling and maintaining shift coverage for all essential shifts.

Engage in risk management process through the review, development and implement policies and procedures to ensure all community program initiatives are effective and follow safety standards.

Knowledge of safety, systems, and strategies to promote effective operations for the protection and security of people, data, and property.

Ensures financial health and management of the community program budget; in addition to all capital plans and expenditures required.

Through collaboration, researches and identifies funding opportunities to support the community program development and initiatives.

Maintains current and develops new community collaborative partnerships at the community, regional and provincial level.

## **Experience and Education**

To be considered for this position you must be able to meet the following key elements:

- Post secondary degree in human services, social sciences, and/or related human services education
- 5 years' supervisory experience, preferably with congregate living operations
- A strong understanding on the issue of family violence, and/or the non-profit sector would be an asset
- Valid drivers license, clean drivers abstract and minimum of three years driving and insurance history

**No phone calls please. Only those selected for an interview will be contacted.**

**Copy and paste link into browser to learn more about our organization and benefits:**

<https://intervalhome.org/joinourteam/>

Job Types: Full-time, Permanent