



Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

Assistant Program Manager - WEAC

Transitional Services

Job Purpose

The Assistant Manager supports and guides the front-line team, students and volunteers. Provides administrative support to the program as required and is the senior staff member of WEAC in the absence of the Program Manager. This position fills in where needed in the delivery of services to clients.

The Women's Emergency Accommodation Centre (WEAC) provides emergency beds, meals, transportation and security for women in a 24-hour-a-day staffed facility.

Duties and Responsibilities

Management / Supervision

- Provide supervision to front-line staff through: recruitment, interviewing, hiring and termination
- Helps with the planning of work schedules, submission of payroll and invoices.
- Provide orientation to new staff and develop training plan for staff when required
- Provide feedback and performance appraisals to front-line staff
- Provide support and or evaluations to all volunteers and students that contribute to the centre
- Primary contact with learning institutions to the program.
- Deal with any staffing issues as they arise.
- Provides additional support to the agency or program when needed.

Administration

- Participate in the review and revision of program policies and procedures.
- Coordinate delivery of safe housing and emergency support programming through training, consultation and supervision of client support and residential staff
- Assist in developing and administering the approved program budget
- Coordinate program information through management of program personnel information and preparation of a summary report of activities monthly.
- Adhere to program and agency policies and procedures.

Qualifications

Preferred:

- Bachelor level degree in a human service field or equivalent AND four years of related or direct service work experience.
- Clear Security Clearance, Suicide Intervention, Standard First Aid, Crisis Intervention and Medication Administration Certification. A valid driver's license, registration, insurance and operation of a personal vehicle.
- Aptitude and skill in computer use.
- Strong interpersonal and communication skills along with effective teamwork, leadership and organizational skills.
- Non –judgmental, empathetic, motivated and enthusiastic qualities.
- Broad knowledge of community resources, knowledge of inner city, homelessness, poverty, mental health, addictions, prostitution, abuse and multicultural issues.

Working Conditions

Shift work and flexibility in scheduling is required and participate on the on-call rotation. General hours would be:

Day Shift	8:00 am – 4:00 pm	Monday to Friday
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This position is Full-time and must be able to manage and work in a stressful environment

Salary Scale

Starting: \$19.97 – \$21.70/hr Leader I plus benefits

Please submit your résumé to:

E-mail: hr@e4calberta.org

Fax: 780.425.5911

We thank all applicants for their interest, however, only those selected for an interview will be contacted.