



Poundmaker's Lodge
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EXTERNAL EMPLOYMENT OPPORTUNITY

Program Manager – Evenings and Weekends

Full Time Position

Poundmaker's Lodge requires a full time employee who will assume responsibility as the Program Manager with Supervisory Experience for the Program Attendant staff. The responsibilities include providing direct staff supervision to a team of Program Attendants, scheduling of shifts, completing the PA timesheets in a timely manner for the Finance Manager and to work with the Executive Assistant to ensure that all mandatory paperwork for each PA is received and to ensure that PA's take the mandatory Accreditation training when offered.

Duties and Responsibilities:

The Candidate will provide addiction related supports to residential clients, shift scheduling for days, evenings, nights and weekends. The candidate will provide support via ongoing coaching and supervision to a team of Program Attendants, including annual evaluations and monthly one-on-ones. The individual must have the ability to work within a **fast paced** team environment.

Qualification Criteria:

1. Completion of a Bachelor of Social Work Degree, Bachelor of Health Sciences with Addictions major or related degree. Equivalencies will be considered.
2. Experience in human social services delivery
3. Experience supervising a team of employees
4. Working knowledge of FNMI culture and protocol and experience working within a FNMI environment an asset

Knowledge and Skills Required:

1. Maintaining confidentiality is essential
2. Strong multitasking skills
3. Effective supervisory, presentation and conflict resolution skills
4. Excellent verbal and written communication skills and computer literacy skills

Other:

1. Valid driver's license, clear abstract and reliable transportation.
2. Criminal Record Check Mandatory.
3. Demonstration of a healthy lifestyle will be an asset
4. Professional Affiliation

Starting wage will be set according to education, skills and experience. The position will remain open until a suitable candidate is found. For consideration, interested parties should email a resume along with a cover letter to:

Linden Jessome, Executive Assistant, at Linden-Jessome@poundmaker.org