

Program Manager

Heartwood Healing Centre facilitates the healing journey of people who have experienced childhood sexual abuse and increase society's understanding of this form of trauma. We do this by providing therapeutic services, strengthening support systems, exchanging knowledge, and raising awareness.

We aim to be an accessible, safe(r) space for healing and a respected community partner, providing leadership in addressing the individual and societal impacts of childhood sexual abuse.

Our Approach

- ❖ Healing-Focused
- ❖ Relationship-Based
- ❖ Strength-Based
- ❖ Person-Centred
- ❖ Anti-Oppressive Lens
- ❖ Cultural Humility

Sound Good So Far? We're Hiring!

We are looking for a Program Manager to join our team. As a member of the leadership team, the successful candidate will be a collaborative, supportive, flexible leader who is passionate about our community and committed to fostering a healthy, anti-oppressive organizational culture.

Salary: \$60,000 - \$65,000 annually, depending on experience.

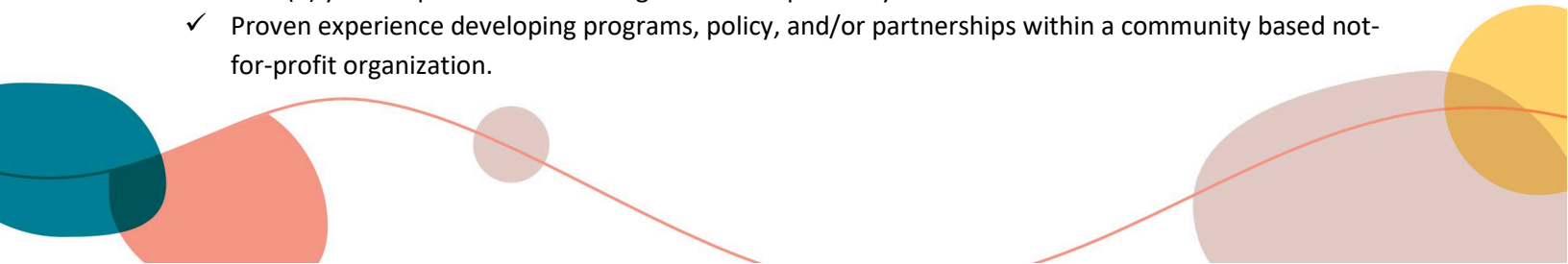
Hours: 35 hours a week.

Term: 1 year term, with potential for extension.

Main Responsibilities:

- ✓ Plan, coordinate, and oversee the delivery of services across various program areas in accordance with the mission and values of the organization.
- ✓ Participate in the hiring, orientation, and development of direct service staff.
- ✓ Supervise 10-12 direct service staff, providing guidance and support around personnel and service delivery policies and practices.
- ✓ Contribute expertise and insights into organizational level discussions and decision making.
- ✓ Public education and resource development related to mission of the organization as appropriate.

Qualifications:

- ✓ Post secondary Degree in social services or related field.
 - ✓ Two (2) years experience in a management or supervisory role.
 - ✓ Proven experience developing programs, policy, and/or partnerships within a community based not-for-profit organization.
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- ✓ Experience providing counselling or direct service to people impacted by trauma or a high-level understanding of mental health, substance use, and unresolved trauma.
- ✓ Demonstrated ability to work within an anti-oppressive framework with an understanding of how power, privilege, and intersectionality impact experiences of trauma.
- ✓ Exceptional written & verbal communication skills.
- ✓ Working knowledge of MS Office (Work, Excel, Outlook)

Why Work at Heartwood Healing Centre?

In addition to joining a caring, passionate team with a strong advocacy for quality care, Heartwood Healing Centre provides their employees with many great benefits including:

- Parking
- 4-weeks' vacation to start
- Additional personal days
- Additional days off during holiday season
- Paid sick time
- Defined Benefits Pension Plan
- Group Insurance Plan
- Learning and development opportunities
- Flexible work options available

Heartwood Healing Centre values and recognizes the importance of flexibility and adaptability. If this role is of interest to you but hours, qualifications, or responsibilities don't fully match what you are looking for – please reach out to discuss possible adaptations. We want great people!

- Start Date:** Flexible
- Closing Date:** March 10, 2024, at midnight
- Send Resume to:** Hiring Committee
Heartwood Healing Centre
Email: recruitment@heartwoodcentre.ca

Heartwood Healing Centre values many perspectives and ways of knowing and is committed to diversifying its workforce and properly supporting people living with diverse realities. We encourage Black, Indigenous, and people of colour; newcomers; people with disabilities; and those who identify as 2SLGBTQ+ to apply and self-declare in their cover letter.

If you require an accommodation for the recruitment process, please reach out to recruitment@heartwoodcentre.ca to connect with us.