



**Canadian Mental
Health Association**
Cochrane-Timiskaming

JOB POSTING

Competition #: 2023-14

Vacant Position: Program Manager

Employee Group: Non-Union

Work Location: Timmins

Status: Permanent Full-time

Rate: \$44.35 - \$51.35

Language Requirement: Bilingualism is preferred.

Posting Period: April 6th – 16th, 2023

Inquiries / Requests for a Complete Job Description:

705-267-8100, ext. 2248

Or

humanresources@cmhact.ca

*Please send resumés to:
humanresources@cmhact.ca and
indicate in the subject line the competition
number and job title.*

*Please advise Human Resources if you will
require accommodation in accordance
with the Human Rights Code or the
Accessibility for Ontarians with
Disabilities Act in order to properly
participate.*

We offer a comprehensive compensation program and the opportunity to work alongside a team energetic and spirited employees who are committed to improving the lives of those who rely on us for support.

CMHA-CT has a COVID-19 Vaccination Policy that requires covered individuals to take part in COVID-19 vaccination programs recommended by Public Health unless they are approved for a human rights accommodation from CMHA-CT. Compliance with this policy is mandatory for this position.

Program Manager

Reporting to the Director of Service, the Program Manager is responsible for the efficient and effective operation of their assigned program(s), including overseeing the service planning processes, coordination and supervision of all activities related to the program(s), recruitment and performance management of all staff, as well as monitoring the budget, program planning and evaluation. The Program Manager ensures services provided are delivered according to the highest standards of professional conduct and quality of care, adhering to CMHA standards, relevant professional regulatory standards, legislative requirements, funding body criteria, and current best practices. As a member of the management team, the Program Manager shares responsibility for Health and Safety in the workplace as well as cross-program functions such as on-call rotations, education and promotion in the community, professional development, and special projects.

Knowledge, Skills, Abilities Required

1. A Master's degree in Social Work or in a regulated health profession is preferred. Other educational qualifications will be considered in conjunction with relevant skills and experience;
2. 3 - 5 years of management experience;
3. A minimum of 1-year experience within the agency or program is preferred;
4. Knowledge of the Mental Health Act and other relevant legislation;
5. Strong leadership skills and the ability to foster healthy team dynamics;
6. Ability to work without supervision and as a team member;
7. Ability to establish and manage priorities;
8. Strong organizational and time management skills;
9. High degree of confidentiality;
10. Knowledge and understanding of the complex issues related to addictions, mental illness, poverty, and homelessness, as well as the impact of social/cultural/economic factors on the determinants of health;
11. Understanding of and ability to work within professional and ethical guidelines;
12. The ability to engage and work with a broad age group of clients with diverse and complex issues;
13. Demonstrated critical thinking skills including strong clinical judgment and problem-solving skills;
14. Highly effective oral, written, and interpersonal communication skills;
15. Ability to meet tight deadlines and work in a fast-paced, often pressured, environment;
16. Valid driver's license from the province of Ontario and use of a reliable vehicle for work purposes;
17. The ability to provide services according to a work schedule determined by the employer and according to the needs of the organization;
18. Some travel is required.

CMHA Cochrane-Timiskaming actively seeks candidates who are First Nations, Métis, Inuit, and urban Indigenous; Francophone; Black and racialized; members of 2SLGBTQIA+ communities; trans and nonbinary; and disabled.