



Victoria Immigrant & Refugee Centre Society (VIRCS)

3rd Floor, 637 Bay Street - Victoria, B.C. V8T 5L2

Telephone: (250) 361-9433, Fax: (250) 361-1914

JOB DESCRIPTION: PROGRAMS DIRECTOR

Job title: Director, Settlement Programs
Reports to: Executive Director
Status: Full time, 37.5 hours/week, 52 weeks/year

Primary Accountability:

To supervise, manage and support all programs related to Settlement, including Vulnerable Immigrant Populations Program and Enable Program for Children and Youth and other special projects.

Responsibilities:

Program Management and Administration

- Supervise and support Settlement Programs, Women's Development Project, Child and Youth Services and Resettlement Housing staff to ensure program goals are being met through planned activities and services.
- Manage and supervise proposals, funding applications, interim and final reports
- Respond to agency leadership situations and opportunities
- Ensure contractual obligations for all program funders and partners are met
- Oversee and conduct staff and program evaluations and outcome measurements
- Ensure annual work plans are developed, monitored, and modified appropriately
- Work with staff to develop communication and outreach strategies to inform and attract potential clients
- Coordinate regular team meetings
- Conduct staff evaluation annually or as needed
- Maintain professional development and support the development of others
- Oversee and manage program budgets
- Provide relevant training opportunities for program staff, practicum students and volunteers
- Participate in organizational development, VIRCS committees and staff meetings

Networking and Community Engagement:

- Identify and promote opportunities for public education about multiculturalism, immigration, anti-xenophobia and human rights issues

- Engage in effective networking and build partnerships with other service providers
- Keep abreast of government policy changes affecting clients and inform staff

Resource person:

To serve as a resource person for:

- VIRCS programs.
- VIRCS staff, volunteers and practicum students
- The community at large.
- Government and non-government host community service providers.

Qualifications:

- Settlement Worker Certificate, or equivalent in human services field, or at least 3 years relevant work experience
- Minimum 3 years experience in program management and supervision
- Demonstrate specialized knowledge of the management of immigrant and refugee newcomer services
- Thorough knowledge of local social services and complementary resources
- Accountable and professional work ethic
- Ability to work effectively, both independently and in a team, and with other professionals in the community
- Knowledge of current legislation and policies affecting refugees and immigrants
- Sensitivity to issues of immigration and knowledge of adjustment and transitional issues specific to newcomers
- Understanding, sensitivity and an awareness of social justice, diversity and anti-oppression issues
- Excellent organizational and leadership skills and stress resistance
- Strong assessment and problem-solving skills and conflict resolution skills
- Experience in developing marketing strategies and materials
- Effective written and spoken English
- Second language an asset
- Strong cross-cultural communication skills
- Manage client confidentiality issues
- Mentorship and promotion of leadership in others
- Effective computer skills (Word, Excel, Powerpoint, internet, e-mail)
- Experience working in the non-profit sector
- program evaluation experience

Education

- MSW or MA in related field or a combination of skills and experience

Deadline: 24 May 2019

Interested applicants submit resume to: david@vircs.bc.ca