



The BC Centre for Ability provides community based services that enhance the quality of life for children, youth and adults with disabilities and their families in ways that facilitate and build competencies, and fosters inclusion in all aspects of life.

Senior Leader, Adult & Vocational Services Vocational Services

Classification: Program Coordinator/Manager

Benchmark: 4080

Status: Regular, Full-Time (1.0 FTE)

Salary Range: \$70,840 to \$88,550 per annum

Pay Grade: 9

Employee Group: Excluded

Start Date: ASAP

The BC Centre for Ability has an opening for a regular, full-time Senior Leader, Adult & Vocational Services. The Senior Leader, Adult & Vocational Services is a member of the Centre's Leadership Team and is responsible for the overall direction, management, and development of the Centre's Vocational Services department. This includes leadership of the vocational staff working in the Opportunities Funds Program, WorkBC and all vocational-related-termed projects and initiatives. Leading and working with the Executive Director in quality improvement and risk management for the department. Other duties as required

Responsibilities

Leadership

- Work with Executive Director in developing a vision and strategic plans to guide the operations and development of the Vocational Services Department with annual targets and outcomes.
- Represent Vocational Services in the Community to enhance the activities and the profile of the Vocational Services Department.
- Foster effective team work in the Department to enhance program efficiency and effectiveness and promote program innovation and excellence.
- Carry out disciplinary action/s as required.

Program Operation, Development, and Management

- Oversee the service delivery of the Vocational Services, ensuring quality service delivery and leading edge practices and comply with the terms and conditions of the contractual agreement established by funders
- Identify service gaps, programs trends and provide leadership in program development
- Draft and implement policies and procedures relating to the operation of the Vocational Services.
- Ensure timely reporting to funders in accordance to the funder's reporting requirements.
- Pursue, develop, and implement new program development opportunities in accordance to the Centre's vision and mission. Including government funded opportunities as well as fee for service and social enterprise opportunities.
- Respond to Call for Proposal initiated by government ministries and other funders to secure funding for ongoing programs or for implementing new programs.
- Provides and promotes leadership and maintains knowledge in vocational rehabilitation by methods such as facilitating continuous learning, reviewing literature in specialty areas, consulting with clinical experts, evaluating clinical practice, providing input in the development of practice guidelines.
- Leads and participates in continuous quality improvement and risk management activities relating to Vocational Services by methods such as selecting and utilizing outcomes measures, evaluating client-centred practice and recommending new policies or revisions to existing policies, procedures and protocols to ensure efficiency and effectiveness in the delivery of Vocational Services.

Human Resource Management

- Determine staffing requirements for service delivery of the Vocational Services
- Recruit staff, monitor staff performance, conduct annual performance review, and implement individualized professional development plan for staff by means of the Coaching and Development Plan (CDP).
- Conduct orientation to new Vocational Services staff members.
- Management of Vocational staff from recruitment to termination.

Financial/Contract Management

- Work with the Director of Finance and the Executive Director to prepare department budget.
- Manage and monitor department budget.
- Work with the finance department to ensure financial reporting to funders are executed with accuracies and complied with reporting guidelines specified by funders.
- Work with the Director of Finance in preparing regular financial monitoring/audit conducted by government funders.
- Assist the Executive Director and Director of Finance in all contract management and contract negotiations relating to Vocational Services.

Community Relations/Advocacy/Marketing

- Maintain, develop, and expand community partnerships to promote the work of the Vocational Services Department and employment for persons with disabilities.
- Maintain and develop close working relationships with ministry liaisons to inform and promote best practices in supporting persons with disabilities in securing employment.
- Develop marketing and promotional strategies to expand the business network in supporting employment for persons with disabilities.
- Communicate with all key stakeholders to keep them informed on the work of the Department and initiatives to promote employability for persons with disabilities.
- Provides vocational rehabilitation services as assigned, in accordance with current evidence-based models and established standards of professional practice and the client-centred plan by reviewing records, identifying client's priorities/needs/strengths/expectations, planning, implementing, evaluating and documenting clinical services to achieve optimal vocational outcomes.

Qualifications

Education:

- University degree in Vocational Rehabilitation or related field.
- Masters preferred in related field.
- A member or eligible to register for RRP /CCRC
- A minimum of 5 years of experience in providing comprehensive vocational services to persons with disabilities particularly in employer engagement and job placement.
- A minimum of 3 years of experience in leading a team of vocational staff and in a leadership role.

Knowledge and skills:

- Knowledge, training and experience in social enterprising and fee-for-service model
- Knowledge and experience in budget and fiscal management
- Knowledge and experience in working with the business communities, employment programs, employment rehabilitation system and legislation relevant to the employment for individuals with disabilities
- Experience in program/project development, management and evaluation
- Proven marketing skills and experience

- Experience in recruitment and supervision of clinical and administrative unionized staff
- Excellent communication skills and team work skills
- Extensive experience in working with interdisciplinary teams and rehabilitation personnel
- Ability to lead and supervise
- Ability to plan, organize, and make administrative and other decisions
- Ability to build relationships with others within and outside of the Centre
- Ability to communicate effectively both written and orally.

Working Conditions & Provisos

- Physical ability to carry out the duties of the position
- Valid BC driver's license and use of own car for work
- Appointment subject to satisfactory completion of a criminal records check
- Adhere to the philosophy, policies and procedures of the Centre

Application Information: To apply, please send your résumé with a cover letter referencing SL-VS by email to:

E-mail: careers@bc-cfa.org

BC Centre for Ability Association
2805 Kingsway
Vancouver BC V5R 5H9

Closing Date: Open Until Filled

*We are committed to enhancing our diverse workforce.
We thank you for your interest and advise that only those shortlisted will be contacted.*

Nurture • Grow • Thrive