



September 15, 2025

Job Posting #: 02-2025-ADMIN (REVISED)

## **INTERNAL AND EXTERNAL JOB POSTING**

### **Nelson CARES Society – Services for Community Living Program**

#### **Position: Program Manager**

**Location: Nelson, BC**

**Classification: Permanent Part-Time (20 hrs/wk, increasing to Permanent Full-Time 32 hrs/wk)**

Nelson CARES Society is a multi-program, non-profit organization committed to building a healthy, inclusive community through advocacy, affordable housing, and support services. Services for Community Living (SCL) Program is one of our long-standing initiatives, delivering 24-hour, person-centered supports to adults with diverse abilities at three community living homes. The SCL program is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF).

**Job Summary:** The SCL Program Manager is responsible for the overall planning, coordination, and management of the program. Working from a trauma-informed perspective, the Manager ensures an environment that fosters independence, dignity of risk, and meaningful community inclusion for the individuals supported.

The ideal candidate will have:

- Strong management skills with experience working in a unionized work setting.
- Experience working closely with the Program funder, Community Living BC.
- A working knowledge of the Community Living sector principles and values.
- Good understanding of regulatory and licensing requirements.

#### **Duties and Responsibilities:**

- Oversee daily operations of the SCL program to ensure compliance with CLBC contracts, licensing requirements, CARF standards, and the Society's policies.
- Provide supervision and leadership to the SCL House Supervisory team, Program Assistant, and indirectly to Community Support Workers.
- Develop and maintain policies and procedures to meet regulatory and collective agreement requirements.
- Ensure health, safety, and risk management practices are consistently followed.
- Develop, implement, and monitor individualized support plans in collaboration with individuals served, families, and teams.
- Establish program goals and outcomes, prepare reports for funders, and support accreditation and quality improvement initiatives.
- Develop and monitor annual program budgets in collaboration with the Finance Manager.
- Support funding applications and negotiate contracts with government and other funders.
- Ensure staffing schedules balance individual support needs with operational efficiency.

- Review and approve staff payroll in alignment with the Collective Agreement, policies, and BC Employment Standards Act.
- Participate in emergency on-call rotation, responding to urgent staff and program needs.
- Participate in senior management team activities, including strategic planning, policy development, and quality improvement.
- Build and maintain positive, professional relationships with families, advocates and community partners.
- Facilitate family and community engagement, including Parent Advisory Committees.

#### **Job Skills and Abilities:**

- Excellent leadership and supervisory skills.
- Familiarity with Collective Agreements, the BC Employment Standards Act and WorkSafe BC Regulations.
- Knowledge of CLBC service delivery system, Person-Centered Planning, and Community Living best practices.
- Excellent oral, written, facilitation and interpersonal communication skills.
- Proven negotiation and conflict resolution skills.
- Effective human resources skills including recruitment, supervision and performance evaluation.
- Well-developed planning, organizing, budgeting, and administrative skills.
- Ability to work collaboratively with diverse stakeholders.
- Strong ability to function independently and as a team member.
- Ability to maintain multiple concurrent projects and deadlines.
- Proven skill in effectively managing emergency situations.

#### **Qualifications:**

- Post-secondary degree in Social Work, Community Social Services, Psychology, or a related field.
- Minimum of 3 -5 years management/supervisory experience in a non-profit setting.
- Demonstrated experience supporting individuals with diverse abilities and / or complex needs.

#### **Employment Requirements:**

- Access to a reliable vehicle
- Satisfactory Criminal Record Check

#### **Compensation:**

**\$40.10 per hour (JES Wage Grid #16)**

*A higher hourly rate may be offered commensurate with experience and qualifications.  
This is a benefitted position after 3 months of continuous employment.*

#### **Start Date:**

**As soon as possible**

#### **Application Deadline:**

**On or before 4 pm September 24, 2025**

Please e-mail a cover letter, resume, and e-mail addresses for three professional references to:

**Executive Director**

**e-mail: [executivedirector@nelsoncares.ca](mailto:executivedirector@nelsoncares.ca)**

*Nelson CARES Society is an equal opportunity employer. All internal candidates will be contacted as to the status of their applications. All external applicants will only be contacted if short-listed for an interview. A full job description is available upon request.*