



Internal/External Job Posting

Senior Manager

Community Health and Specialized Programs

Vancouver - Boundary location

Why you should apply with us:

At [MOSAIC](#), we take pride in having a supportive, diverse, and inclusive workplace where employees can trust that their ideas and contributions are valued. We have been recognized in the [2019 List of Best Workplaces™ in Canada \(100-999 employees\)](#), the [2020 list of Best Workplaces Managed by Women](#) and [2021 List of Best Workplaces™ in Canada](#) (100-999 employees) by the Great Place to Work® Institute. We are one of Canada's largest employment and settlement organizations with over 45 years of experience engaging 350 + staff and more than 600 volunteers. Our employees benefit from incorporating many diverse perspectives, taking part in training and career growth opportunities. Come join a vibrant organization and make a difference in someone's life today!

Join our team!

MOSAIC is seeking a caring, motivated, proven leader, to join the Family and Settlement Services Team in the role of Senior Manager.

POSITION: Senior Manager, Community Health and Specialized Programs

DEPARTMENT: Family and Settlement Services

POSITION FUNCTION:

Under the general direction of the Director of Family and Settlement Services, the Senior Manager assumes overall responsibility for daily program cluster operations of Community Health and Specialized Programs, including management of human resources and finances; achievement of contractual outputs, outcomes, and obligations; and development and implementation of all relevant policies, systems, procedures, and standards. As a member of the MOSAIC Management Integrated Team, the Senior Manager plays a key role in ensuring an integrated approach is taken to the delivery of services.

KEY DUTIES AND RESPONSIBILITIES:

- Responsible for overall operations of programs in multiple locations
- Ensure contractual targets
- Develop plans for growth and improvement
- Manage contracts and communication with funders
- Provide overall human resource and financial management
- Ensure development and maintenance of best practice systems, procedures, and standards, with quality assurance and improvement measure in accordance with accreditation standards
- Work closely with other managers within and across departments, to ensure integration of programs and services, develop outreach and marketing strategies and to meet or exceed quality assurance standards



- Maintain a working knowledge of specialized programs, including immigration patterns, local and regional community trends and opportunities, and identify and recommend opportunities for MOSAIC to the Director
- Work with Finance & Administration staff to prepare or supervise the preparation of budgets, cash flows, variance reports, and all other reports required by funders
- Monitor and ensure all program expenditures fall within the limits established by the respective contracts, and make recommendations to the director for spending any excess of revenue over expenses
- Build and maintain relationships with partners, community organizations, and resources specific to the program areas
- Directly supervise employees and contractors at multiple locations
- Develop and support staff to reach their potential

QUALIFICATIONS:

- Post-secondary degree in Social Work, Counselling, Health Sciences, Education, Community Studies, Management (Business, Financial, Marketing), or equivalent education and/or experience.
- Minimum five years' experience in program management relating to refugees and immigration settlement, health and counselling, violence prevention, family and child protection, community engagement; research; advocacy and policy dialogue; human resources, and financial management.
- Experience in proposing, developing, implementing, and managing community health and/or violence prevention and/or settlement programs as well as in applying organizational policies and procedures.
- Knowledge of Government funding sources and requirements
- Good understanding of Equity, Diversity, and Inclusion values
- Experience of client-centred, asset-based, and trauma-informed program/service delivery approaches
- Experience supervising and leading diverse teams
- Financial management skills
- Superior interpersonal, verbal, and written communication skills
- Strong problem solving and analytical skills
- Team building skills
- Ability to exercise good judgment in decision-making
- Conflict resolution skills

HOURS: Full time position

STARTING PAY: Commensurate with the level of experience and qualifications

A competitive benefits package is provided with contracts of at least 1 year in length which offer a minimum of 17.5 hours of work per week.

HOW TO APPLY: Email your cover letter and resume to:
Attn: MOSAIC Family and Settlement Hiring Committee
fs.hiring.team@mosaicbc.org

Please reference “[Senior Manager, Community Health and Specialized Programs](#)” in the subject line of your email. No telephone calls please.

DEADLINE: Until position is filled

NOTES: Only those selected for an interview will be contacted. Before applying, you must be legally permitted to work in Canada through citizenship or permanent resident status. If you have a work permit, please ensure that it allows you to work for the duration of this position.

POSTING DATE: July 26, 2022; re-posting August 9, 2022



MOSAIC is committed to promoting equal employment opportunities for all members of the community