

## **Program Manager**

August 24, 2018

(1) Full-time Permanent

CMHA Manitoba and Winnipeg is part of a nation-wide charitable organization that promotes the mental health of Canadians and supports the resilience and recovery of people experiencing mental illness.

**Position Summary:** The Manager develops and leads services and teams, supports innovation and contributes to a thriving, healthy workplace culture. This Manager will be responsible for supporting the service navigation team, and will lead our community relations and strategic partnerships to improve access, coordination and linkages to other health and social service organizations.

**Education / Experience required:** This position requires a degree at the undergraduate level in a human service related discipline such as social work; registration within a professional regulatory body, 5 years direct service in the community mental health sector; and 3 years management experience in a health or social service setting.

**Salary range:** \$54,960.79 - \$64,033.351

For more information and to apply visit <http://mbwpg.cmha.ca/connect/employment/>

Please submit your resume by Friday, September 21, 2018, to Stephanie Skakun, Senior Director of Operations and Programs, CMHA Manitoba and Winnipeg, 930 Portage Ave R3G 0P8, or fax to 204-982-6128, email [office@cmhawpg.mb.ca](mailto:office@cmhawpg.mb.ca).

Employment equity is a factor in hiring. Applicants are encouraged to self-identify on their cover letter if they belong to the following diverse groups: Indigenous persons, persons with disabilities, persons of all sexual orientations and gender identities, visible minorities and newcomers.

We welcome all applications but only those being interviewed will be contacted.



**Canadian Mental  
Health Association**  
Manitoba and Winnipeg  
*Mental health for all*

CANADIAN MENTAL HEALTH ASSOCIATION  
Manitoba and Winnipeg

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Date: August 24, 2018  
Position: **Manager**  
Reporting to: Senior Director of Operations and Programs

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CMHA Manitoba and Winnipeg serves the needs of all Manitobans, through a variety of services and supports. Our mission is to honour and promote the mental health of all people in Manitoba and support the resilience and recovery of individuals experiencing mental illness. The Manager develops and leads services and teams, supports innovation and contributes to a thriving, healthy workplace culture.

### **Key Responsibilities**

- Provide leadership for effective service delivery, team development and ensure best practice standards are operationalized;
- Recruit, train, supervise and coach staff to achieve program results in accordance to HR best practices in a unionized environment;
- Oversee quality assurance measures, program evaluation and development and implement change as required;
- Prepare monthly, quarterly and annual reports as required;
- Develop and manage program spending based on budget;
- Develop program proposals and funding requests;
- Plan and implement new programs and services;
- Establish and maintain effective working relationships with a variety of stakeholders
- Function as part of the leadership team at CMHA to support the agency's strategic plan and contribute to the development of a team and healthy workplace culture;
- Represent agency and contribute to mental health service delivery planning at a regional level;
- Contribute to agency-wide initiatives to advance the mission and ends of the organization



A United Way Agency

## **Qualifications**

- This position requires a degree at the undergraduate level in a human service related discipline;
- Registered within a professional regulatory body, or willing to pursue registration
- Training in community mental health and addictions including crisis intervention, PSR (Psychosocial Rehabilitation), trauma informed approaches and experience in delivering recovery oriented services
- 5 years direct service in the community mental health sector;
- 3 years management experience in a health or social service setting
- Clinical experience is an asset
- Excellent oral and written communication skills, highly developed negotiation and consultation skills and ability to develop and maintain effective working relationships with internal and external stakeholders
- Strong project management and change management skills
- Strong computer literacy skills
- Ability to manage multiple projects simultaneously

## **Accountabilities**

- Actively gathers current best practices to inform and sustain quality, improvement, and innovation
- Commitment to ongoing learning and development
- Understands and ensures behaviour is consistent with the CMHA's core values and policies
- Adheres to ethical and professional standards and guidelines
- Understands and consistently abides to confidentiality and privacy expectations

## **Other**

- Must have a recent satisfactory criminal records check and a recent satisfactory abuse registry check
- Must have a valid driver's license and access to a vehicle

