

TAIBU Community Health Centre

Program Manager

Position Type: Full Time

Job Region: ON - Metro Toronto Area

Application Deadline: March 03, 2010

TAIBU Community Health Centre is a new Community Health Centre being established in the Malvern Neighbourhood. We are offering exciting employment opportunities to serve the community and make an impact to address the systemic barriers faced by the residents to access primary healthcare services. In addition to serving the diverse community of Malvern, TAIBU CHC has a complementary mandate to develop and deliver specialized programs and services to the Black Community. Our main focus will be on children, youth, young adults and seniors.

The Program Manager works within the context of the Centre's mission and strategic directions, to provide leadership in the planning, implementation and development and evaluation of integrated and responsive primary health care services and programs. This position manages the community program and services of TAIBU CHC and provides support, coordination and supervision for the community program staff including health promoters, community health workers, community outreach workers, student placements and volunteers.

Responsibilities:

- Ensure that the philosophy and mission statement of the centre are being met in the development and implementation of children, youth & young adults and seniors client support and community development activities.
- Develop and coordinate program evaluation system to be monitored by the Executive Director to ensure that current and new program meet Centre objectives and goals.
- Encourage the development of new programs and activities to respond to community interest and need and ensure that new programs are developed with appropriate resources and consistently with mission statement.
- Assist the organization to keep abreast of existing and new sources of information and take the lead in determining community needs and changing trends in the community.
- Develop funding proposals for programs and special projects and assist Community Program staff in the development of proposals. Coordinate submission of program and project funding proposal and ensure appropriate approvals prior to submission
- Coordinate the budget development for the Community Programs.
- Ensure that program planning and budgeting reflect resources available.
- Monitor program spending and allocation of resources.
- Coordinate the hiring of Community Program staff, develop and implement performance review systems and ensure community staff team is functioning smoothly
- Represent the organization in groups, networks and coalitions

Qualifications:

- Knowledge and proficiency in program planning, implementation and evaluation strategies;
- Demonstrated commitment to and knowledge of community development and community based health care delivery;
- Knowledge of the Social Determinants of Health and experience of working in anti racist/ anti oppression context
- Ability to work flexible hours including evenings and weekends
- Excellent communication, interpersonal, decision-making, problem solving and conflict management skills;
- Demonstrated knowledge of the health and social barriers faced by racialized and marginalized communities
- Knowledge of the Malvern Community is a strong asset
- Proficiency in languages predominantly spoken in the community is desirable
- A post-graduate degree in Social Work, Business Administration or related fields or equivalent work experience
- 3-5 years of progressive experience in community development theory and practice, program design, implementation and evaluation, particularly in a culturally and racially diverse community
- 3-5 years of experience in budget management, funding proposal strategies, program administration and staff supervision.

Interested candidates should submit their resume with a covering letter to:

Compensation Type: Salary

Contact by: Email, Mail

Amount: \$59,416- \$ 71,585 + applicable benefits

Job Contact Information

Program Manager Hiring Committee

TAIBU Community Health Centre

1371 Neilson Road, Unit 418

Scarborough , Ontario M1B 4Z8

Email: info@taibuchc.ca

No telephone enquiries. TAIBU CHC thanks all applicants for their interest. However, only those persons selected for an interview will be contacted.

TAIBU Community Health Centre is an equal opportunity employer and applicants from racialized and minoritized communities are strongly encouraged.