



JOB POSTING 2020125-02

INTERNAL/EXTERNAL

Foundry

Manager

Full Time-35 hours/week

Temporary-April 2020-October 2021 (18-month parental leave)

Archway Community Services has been helping people since 1969. We provide more than 85 programs and services to clients at every stage of life. Our vision for the future is justice, opportunities and equitable access for all. We strive toward that goal by fostering community well-being and social justice through positive action and leadership. Come help us help people.

Foundry BC is a provincial initiative which will **transform access** to mental health care, substance use services, primary care and social services for young people and their families through a branded network of “one-stop shop” centres. By bringing together a variety of health and social services **under one roof** and working in **partnership** with young people and families, Foundry will help young people get the help they need when they need it. Learn more at www.foundrybc.ca

JOB SUMMARY

The manager is responsible for all the various moving parts of Foundry Abbotsford. This involves ensuring Foundry Abbotsford’s compliance with the provincial Foundry initiative, outlined and supported by the Foundry Central Office. Managing partner relationships including communication, service implementation and data collection.

The manager works collaboratively with all members of Foundry Abbotsford to continue providing accessible, low-barrier services across multiple dimensions of health.

RESPONSIBILITIES

- The manager will be the point person of contact for Foundry Central making sure information is flowing from the central office to the local partners and vice versa.
- The manager will take the lead in organizing and facilitating committees regarding different aspects of Foundry and ensure relevant parties are present.
- Will be working with all involved agencies to fine tune and constantly improve the model
- Identify potential challenges and respond to partner/client identified challenges regarding integrated service and take the lead in working with partners on solutions
- Develop Memorandum of Understanding with partner agencies
- Representing Foundry Abbotsford in the community.
- Deliver public presentations on Foundry for awareness and fundraising purposes

- The manager will ensure partners requirements are met regarding the physical space including coordinating IT, facilitate support, etc.
- Lead the implementation of the integrated service philosophy.
- Address concerns that arise in the process of service integration and co-location.
- Is the point person for collecting and providing evaluation information to the funder.
- Develops and distributes written documents as needed, including grant proposals.
- Manage annual budgets and fundraising goals.
- Provide direct front-line support services to clients as needed.

REQUIREMENTS AND QUALIFICATIONS

Education and Certification:

- Master's degree related to the areas of community development, youth, health, counselling or leadership and experience. Or undergraduate degree in related field and substantial experience.
- Criminal Record check
- Use of personal vehicle (Class 5 License)
- Emergency First Aid and CPR (Child and Adult)
- Flexible work schedule-evenings and weekends

Experience. Knowledge and Skill Set

- Direct program delivery experience in the community social services sector with a demonstrated working knowledge of government and community based programs and related provincial and community supporting systems.
- Demonstrated excellent networking skills, including mediation skills.
- Excellent organization, time and general manager skills.
- Proven ability to work effectively during crisis.
- High proficiency in oral and written communication.
- Experience with youth services and integrated services.
- Clinical experience and knowledge of stepped care model are assets.

Closing date is February 25th, 2020

TO APPLY

Interested applicants are to reference **Posting 2020-125-02 in the subject line.**

Please submit your cover letter and resume to:

Email: jobpostings@archway.ca

Subject: Job Posting 2020-125-02

No phone calls please. Only short-listed applicants will be contacted.

Archway Community Services is an equal opportunity employer and encourages applications from all equity seeking groups.