

**Foundry Ridge Meadows** is a safe and welcoming space that provides integrated health and social services for young people 12-24 in Pitt Meadows, Maple Ridge & Katzie First Nation and provides mental health and substance use support, peer support, primary care, and social services from a single place.

**Maple Ridge Pitt Meadows Community Services**, the host Agency of Foundry Ridge Meadows, is an accredited, multi-service charity dedicated to providing quality programs and services to Maple Ridge and Pitt Meadows since 1971.

## **SUPERVISOR, YOUTH & YOUNG ADULT MENTAL HEALTH PROGRAMS**

Are you passionate about working alongside youth and young adults on their journey to wellness? In this pivotal position and reporting to Our Manager, Foundry & Youth Housing, you will be responsible for the day-to-day oversight of Foundry Ridge-Meadows operations and the supervision, training and orientation of designated Foundry employees that support its programs and operations. This is a part-time position, 28 hours per week.

### **RESPONSIBILITIES FOR THIS POSITION INCLUDE:**

#### **GENERAL ACCOUNTABILITIES**

- Ensures the confidentiality of all information and materials relating to all clients, personnel, volunteers and the business of Maple Ridge/Pitt Meadows Community Services and Foundry Central Office, as per agency policies and agency client information management systems
- Responsible for the hiring, orientation, and supervision of staff for Foundry programs
- Leads and champions Foundry's front-of-house responsibilities which include the Welcome to Foundry Orientation, tours and providing information about the Foundry experience
- Takes ownership of Foundry Ridge-Meadows social media platforms by keeping information up-to-date, fresh and relevant
- Works with supervisor to develop, implement and communicate administrative policies and procedures for the center
- Responsible for ongoing communication with the Manager, Foundry & Youth Housing regarding program issues and any concerns as they arise and meeting formally on a regular basis with the immediate supervisor for the purpose of exploring innovations and ideas for upgrading program activities, budget review, program status updates, and informing the supervisor of issues and concerns
- Responsible for ensuring that proper evaluation of all staff is completed on an annual basis
- Maintains up to date knowledge and adheres to the requirements, procedures, and policies of Maple Ridge/Pitt Meadows Community Services and all regulations, guidelines, and requirements of federal, provincial, and civil authorities
- Adheres to the requirements, procedures and policies of Community Services and Foundry Central Office, along with all regulations, guidelines, contracts and requirements relevant to the program(s)

#### **CONTRACT OVERSIGHT**

- Responsible for adhering to the funding contract
- Compile and submit reports to the Funder, as outlined in the funding contract

- Ongoing monitoring of progress and outcomes of the program contracts, and for bringing issues associated with the contracts to the Program Director for discussion and resolution
- Attend meetings with the funder/s, as requested by the Supervisor
- Adhering to the program budget and maintaining accurate written expenditures and revenues, and punctual submission of all reports and records as required by immediate supervisor. Monitoring monthly budget statements for authorized program expenses and variations. Authorizing appropriate staff and program expenses
- Ensuring the completion of all forms, documentation of monthly statistics for funding, program evaluation, data collection, and statistical analysis as required.

#### **FILE MANAGEMENT**

- Maintaining client, volunteer and student records, in accordance with agency and Continuous Quality Improvement standards
- Ensuring that information required for program review and evaluation is gathered and recorded in the Annual Program Review, ie. client feedback surveys, outcome data
- Establishing and maintaining positive relationships with other community agencies and services as may be necessary to operate relevant services and maintain high service standards.
- Facilitating comprehensive programs including developing a strong staff team through contact with individual staff members, monthly staff meetings, and monthly goal planning sessions
- Providing a leadership model of teamwork, collaboration, respect, open communication and support of individual staff strengths and initiative

### **QUALIFICATIONS:**

#### **EDUCATION, TRAINING & EXPERIENCE**

- Minimum of Diploma in a related human/social services field
- Minimum of one year experience working in a Supervisory position of a social services related program
- Minimum of three years' experience in the areas of family systems, supportive intervention work with families, service planning, behavioral strategies and communication strategies
- Minimum of three years' experience with client and program outcomes, measurement and evaluation

#### **KNOWLEDGE, SKILLS & ABILITIES**

- Proven ability to work in a collaborative team model
- Knowledge, Skills & Abilities
- Knowledge of and ability to apply best practice standards
- Knowledge of and ability to demonstrate leadership in an Accredited Organization
- Strong computer skills: word processing, Excel spreadsheets, client databases, and internal and external e-mail
- Demonstrated knowledge of the Integrated Case Management process
- Familiarity with the Foundry Model a definite asset
- Demonstrated knowledge of client outcome measurements, client information management, and client file management
- Knowledge of Performance Quality Improvement philosophy

- Demonstrated understanding of socio-economic and cultural background of the service population
- Understanding of socio-economic and cultural background of each client
- Knowledge of community resources, supports and community partners

**ADDITIONAL REQUIREMENTS**

- Clear Criminal Record Check is required
- Valid and unrestricted Class 5 BC Driver's License with access to a safe, reliable vehicle;
- Union Membership
- Effective October 26, 2021, all new hires to Fraser Health and contractors to Fraser Health are required to have full COVID 19 vaccination

Our successful applicant will be informed and accepting of cultural diversity and have the ability to work and support all people with dignity and respect. This position is open to all genders.

Please submit your resume to Kerry Pavan, Director of Human Resources [kpavan@comservice.bc.ca](mailto:kpavan@comservice.bc.ca)

For more information, please visit our website – [www.comservice.bc.ca](http://www.comservice.bc.ca)