

External Job Posting:

**Community Services Manager
(One year Contract)**

AGENCY OVERVIEW:

Carizon Family and Community Services specializes in children's mental health, youth engagement and development, family violence services, individual and family counselling, parental support and education, credit counselling, workplace resilience, settlement support and community wellness.

POSITION OVERVIEW:

The **Community Services Manager** will provide day to day operational support and supervision of the Community Service programs that provide outreach and mental health services within the Region of Waterloo. The **Community Services Manager** is expected to focus his/her time on managing and supporting the work of the Community Services department, with a focus on Community Development, CAPC and CPNP Programs.

This position is a one year contract covering a maternity leave.

RESPONSIBILITIES:

- In collaboration with the other Community Services Manager and Director, develop work plans that align with both the Funder mandates for the various programs and Carizon
- Ensure all required reports and evaluation data are completed as required by the organization and funder
- Represent the interests of Carizon Community Services both internally and externally and make recommendations for growth and improvement
- Provide leadership in identifying, researching, and communicating information regarding emerging trends and best practices relevant to the vulnerable populations served by the projects
- Provide supervision of staff in regards to documentation, performance expectations and professional development
- Participate in management meetings as required
- To always perform work safely and in compliance with the Occupational Health and Safety Act (OHSA)

EDUCATION/KNOWLEDGE/EXPERIENCE:

- Post-secondary degree in a relevant field of study
- 3-5 years working in a leadership role
- Requires extensive community development experience
- Knowledge and experience programming for vulnerable populations such as children and youth

HOW TO APPLY:

Interested applicants are invited to submit their resume (in confidence), before 4:00 p.m. on the last day of this posting to: Human Resources via email: hr@carizon.ca, quoting the competition number in the cover letter and email subject line. *We request that candidates please send their cover letter and resume together as one combined document (Word.doc, PDF etc.).*



**Carizon is an equal opportunity employer and supports workforce diversity. At Carizon, we believe that diversity enriches our performance, clients, services offered, the communities where we live and work, and the lives of our employees. Should you require accommodation during the recruitment process, please contact Human Resources (hr@carizon.ca). While we thank all applicants for their interest, only those candidates selected for an interview will be contacted.*

<u>SALARY:</u> As per salary range	<u>STATUS:</u> Contract, Full-time	<u>COMPETITION NUMBER:</u> 25-17 (NUC-22)
<u>LOCATION:</u> Kitchener-Waterloo	<u>HOURS OF WORK:</u> 35 hours/week	<u>POSTING PERIOD:</u> May 26-June 12, 2017
<u>EMPLOYEE GROUP:</u> Non- Union	<u>SCHEDULE:</u> TBD	<u>START DATE:</u> ASAP