

Job Posting:

The John Howard Society of Kingston & District is recruiting a dynamic and inspiring Manager for its very successful and growing employment agency, ReStart. The right candidate will join a highly motivated team with a track-record of very high achievement and an appetite for change and innovation.

POSITION: **Manager Employment Services**
 900 Montreal Street, Kingston, Ontario

STATUS: **Permanent, Full-Time (35 hrs/Wk), Comprehensive Benefits**

SALARY: **Starting at \$60,000.00**

RESPONSIBILITY AND DUTIES:

- Establish office policies, standards and procedures. Define goals and objectives of the service, in collaboration with the Executive Director
- Ensure high quality and timely service of all components of program according to EO guidelines and budget
- Manage day-to-day operational aspects and identify resources needed. Proactively manage change, anticipate potential challenges and devise contingency plans
- Determine and effectively communicate expectations with staff. Delegate tasks appropriately.
- Coach, mentor, motivate and supervise staff and influence them to conduct their work in a positive and accountable manner
- Work with the Executive Director to develop a strategic plan. Prepare and submit regular reports to the Executive Director and/or funder as required
- Identify and manage timelines, milestones and deliverables of service
- Maintain and monitor multi line budget
- Establish and maintain effective working relationships and partnerships with key stakeholders
- Ensure services delivered are within the Employment Ontario guidelines and within the policies and procedures of John Howard Society
- Acting duties in the Executive Director's absence as designated

QUALIFICATIONS:

- A Bachelor's degree in social work, or business administration and a minimum of three years of direct experience in program design, delivery and implementation in the area of employment counselling, job development and vocational rehabilitation services; or equivalent combination of education and experience
- A minimum of 3 years' experience in a senior leadership position in the non-profit sector or similar progressive leadership experience
- Knowledge of working within an outcome-based environment with understanding of program performance metrics and data collection tools
- Excellent interpersonal, team building, problem solving and analytical skills at a highly proficient level
- Demonstrated knowledge of budget analysis and preparation and operational policy development
- An understanding of the not-for-profit sector and the John Howard Society mission, mandate and philosophy as well a solid grasp of the youth and adult criminal justice system and current issues affecting this population
- Strong motivational counselling skills and trauma-informed practice and understanding of the potential interplay between mental health/substance abuse issues and justice issues
- Demonstrated computer proficiency in Microsoft Office®, Employment Ontario Case Management System (CaMs®) and internet search tools
- Previous experience with an Employment Ontario program is highly desirable
- A satisfactory Criminal Police Check

The John Howard Society of Kingston & District is an Equal Opportunity employer, we are committed to providing an accessible workplace. Accessibility accommodations are available for all parts of the recruitment and selection process.

Internal applicants will be given priority in consideration.

Please send your CV and Cover Letter to recruitment@johnhowardkingston.ca. The Closing Date for applications is October 16th, 2018. Only successful applicants will be contacted.