



University  
of Victoria

<b>Job Title</b>	<b>TeenWork Program Manager</b>
<b>Start Date</b>	ASAP
<b>Length of Contract</b>	Annual contract - March 31, 2019 with possibility of new contract annually
<b>Reports to</b>	Operations Director
<b>Closing Date</b>	July 17th

### **What is CanAssist?**

CanAssist is a unique and innovative program at the University of Victoria ([www.uvic.ca](http://www.uvic.ca)) focused on using resources and expertise within the University and the greater community to develop and deliver technologies, programs and services for people with disabilities. CanAssist envisions a society where all people have the opportunity to participate, contribute, and reach their full potential. More information on CanAssist can be found at [www.canassist.ca](http://www.canassist.ca).

### **Position Description:**

TeenWork is an innovative youth employment program developed by CanAssist at the University of Victoria and offered in Greater Victoria. The program is also offered in BC's Lower Mainland in partnership with CBI Consultants. TeenWork is designed to help youth with disabilities and mental health challenges find and retain meaningful, part-time paid employment while attending high school. The TeenWork Program Manager will be directly responsible for the management and administration of the TeenWork employment strategy in Greater Victoria, and will be indirectly responsible for these outcomes in the Lower Mainland program. This role includes managing the program through staffing, planning, organizing, documenting, networking, fundraising and leading program activities and program refinement. The manager collaborates with CanAssist's management team, which includes the Executive Director, Operations Director, financial administrator and Development Officer.

The TeenWork Program Manager supervises TeenWork Job Coaches as they support youth through the TeenWork Program phases and activities, including Discovery, Job Development, on-site Job Support and Transition to adult employment programs. The Manager ensures that all grant outcome commitments are achieved through overseeing the activities, budget and reporting associated with the local TeenWork programs, and indirectly overseeing the regional TeenWork group-based program offered in the Lower Mainland through liaising directly with CBI Consultants.

The TeenWork Program Manager is responsible for the strategic planning and financial management associated with the program. They will work closely with the Development Officer to prepare funding proposals and reports while also being active in the community to network and seek out potential funding partners. This role also requires leadership in the supported employment community to share best practices, techniques and discussion around important issues in the sector.

### **Responsibilities:**

- Seek and maintain program funding through community grant applications and reports, government initiatives and fee-for-service partnerships
  - Create funding proposals and reports that adhere to funding agreement guidelines
  - Support innovation in the program model to allow for expansion of funding partnerships and program delivery, including 'fee-for-service' and other business development opportunities
  - Adhere to stated timelines in funding agreements (i.e. federally funded program timelines and philanthropic reporting guidelines) and ensure all activities are completed by all youth, providing individualized support as needed and possible
  - Managing and developing fee-for-service contracts and partnerships
- Build networks with community partners and business owners
  - Locate appropriate and desirable potential employers for those in the TeenWork program
  - Build strong, positive relationships within the supported employment community
  - Prepare informational and promotional materials for TeenWork, including print and presentation materials for a variety of audiences (i.e. employer groups, schools and school district staff, parent groups, service providers and other interested parties)
  - Arrange opportunities to educate the community on TeenWork services (i.e. School District presentations, Transition fairs, Job Fairs, etc.)
- Provide leadership and support to Job Coaches
  - Hire, train and evaluate Job Coaches to provide coaching and other on-going practical assistance and feedback to youth
  - Support Job Coaches develop pre-employment skills of participants and support the pursuit of their professional development
  - Facilitate regular check-ins with the coaches, and with the families they support
  - Create program model tools and oversee performance goals
- Manage the participant case load and program model
  - Lead recruitment activities for future participants
    - Identify potential teen participants in TeenWork with input from local schools and other partners as appropriate
  - Ensure that selection policies and associated criteria pertinent to the onboarding of potential TeenWork participants are appropriate
    - Determine eligibility for the program and intake into the program
    - Monitor participant intake and transition flow to maximize cost effectiveness
  - Support the creation of crisis intervention policies
  - Pursue program evaluation opportunities and gather longitudinal metrics of program
    - Use metrics to verify the performance of the program and allow proactive efforts to be undertaken to accommodate, or direct, program modification or redirection
- Oversee outcomes of regional TeenWork program, run in Lower Mainland through liaising directly with CBI Consultants
  - Support collaboration between regional programs in Lower Mainland and Greater Victoria
  - Act as point of contact for government funder
- Other duties as required

**Required Skills and Qualifications:**

- Bachelor's degree, in a relevant field (e.g., Psychology, Social Work, Child and Youth Care, Recreation and Health Education, Community Support Work, Mental health and Addictions) or equivalent combination of training and experience
- Experience working directly with young people with disabilities and mental health challenges
- Experience and strong desire to work with TeenWork clients, families and support networks of those with disabilities
- Excellent interpersonal and communication skills, both verbal and written
- Demonstrated administrative and management experience and capacity
- Demonstrated desire and ability to network in the community

- Trustworthy, reliable and able to maintain confidentiality
- Responsible, mature, demonstrating good judgement and able to set healthy boundaries with youth participants
- A self-starter with the ability to work independently as well as part of a team
- Strong organizational and time management skills
- Positive attitude and able to effectively adapt to change
- Experience with employment services considered an asset
- Initiative, flexibility, creativity and resourcefulness
- Valid Driver's License
- Valid standard first aid (willing to reimburse for training fees if not current)
- Clear Criminal Record Check, with vulnerable sector

**Applicants please send cover letter and resume to: [canassistops@uvic.ca](mailto:canassistops@uvic.ca)**