



University
of Victoria

Job Title	Program Manager
Position Type	Full-time
Location	Victoria (Hybrid)
Hours	35 hours per week
Start Date	May 6, 2024
End Date	Mar 31, 2025
Salary	70,000 – 80,000 annually
Reports to	Associate Executive Director
Closing Date	April 30 th 2024
Application Instructions	See How to Apply section below Please note: Applications that don't include a cover letter will not be considered for an interview.

Who are we?

Welcome to CanAssist, where innovation meets impact!

Since 2008, we have been transforming lives for individuals with cognitive and physical barriers. Our technologies and programs have earned recognition for their positive impact on thousands facing challenging conditions. At CanAssist, our diverse multidisciplinary expertise includes product design, and development, policy, applied research, and supported employment, partnership development. Beyond our expertise we are a passionate community committed to creating a world where everyone can thrive and contribute.

What Sets Us Apart?

Innovative Solutions: CanAssist, a university-based organization, pioneers technologies, programs, and services to enhance the quality of life for individuals with a broad range of physical and cognitive challenges across the age spectrum. Our programs and services address unmet needs, promoting independence, inclusion, and well-being.

Collaborative Spirit: We are a respected team that collaborates with UVic researchers, students, and external partners, fostering a diverse and inclusive work environment.

Our Vision

At CanAssist, we envision a society where everyone has equal opportunities to participate, contribute, and achieve their full potential.

Learn more about what drives us: www.canassist.ca.

Join Our Team as a Program Manager, Job Journey!

Join our team as the Program Manager of Job Journey. In this evolving role, you will be managing and overseeing several projects and areas at CanAssist, including our new employment program funded by the Federal Government, Learning Disabilities Opportunities Fund.

The new employment program, CanAssist Pathways Program-Bridging the Gap in Career Development for people living with learning disabilities, is a pilot project that has career development as its foundation. This stand-alone tool is for individuals wanting supported employment programming to assist them with tools for securing employment. Your role will be to identify and manage the steps to develop and implement this project. This is an evolving role where you will be eventually managing more than one team and similar projects.

You'll foster strong connections within our team, ensuring seamless communication and collaboration. You'll drive the success of our programs by overseeing goals, navigating grant applications, and guiding strategic initiatives. Additionally, you'll play a pivotal role in managing resources, from onboarding and staffing to budgeting and strategic planning. Your support of the Program Coordinator and job coaches will be instrumental in empowering individuals with disabilities on their employment journey.

Your Responsibilities

Develop Partnerships: Collaborate with learning disability experts and organizations to develop tailored learning materials for individuals with disabilities, including learning disabilities and mental health challenges.

Workshops: Manage workshop development and delivery.

Job Support: Manage obligations related to funders: support the curriculum; manage escalation.

Engagement and Outreach: Represent CanAssist's employment programs to potential employers and community partners through presentations and tours.

Person- Centered Communication: Problem solving with caregivers, partners, and funders.

Transition: Ensure that the transition process is complete, and records are maintained as required by funders.

Program Evaluation: Organize the consolidation of survey data and prepare reports as required by funders. Review evaluation for improvements to the program and share feedback with the team.

Supervision: Support and coach our team members through regular check-ins, manage vacation and leave requests, establish, and evaluate PMP with all Job Journey Job coaches, Program Coordinators

Professional Development: Arrange professional development training based on team interests and requirements.

Staff Onboarding and Training: Oversee training and onboarding new employment program staff; policy training and advising.

Communications: Set directions for any significant communications and provide guidance and advice to ensure that consistent and coherent image is maintained via: social media, newsletter, posters and external conversations to promote the program.

Administration: Maintain confidentiality, privacy and accuracy in data management and reporting.

Staffing: Manage staffing requirements with funding contracts, agreements, and budget constraints. Manage recruiting process.

Budgets: Ensure responsible spending and compliance with funding requirements. Manage both streams of the Job Journey Employment Program: Opportunities Fund Learning Disabilities Stream and Opportunities Fund for People with Disabilities along with any future funding agreements or opportunities.

Funding: Awareness, Development support and government applications: Manage all Government-based grant applications.

Managing grants and Contracts, and Reporting: Ensure all funding and contract obligations are met, including reporting. Ensure that info collected and submitted is complete and reported to funding organizations as required.

Strategic Planning: Collaborate with leadership and employment team to develop and implement program strategies aligned with organizational goals.

Leadership: Develop team members to the fullest extent of their capabilities (fostering open communication, driving for results, developing people) and create an environment that recognizes and rewards others for doing the same. Manage conflict and ensure a safe and supportive working environment.

Execute the Pilot: Implement the pilot program according to the plan, closely monitoring progress and addressing any issues or challenges that arise along the way. Keep stakeholders informed and engaged throughout the pilot.

Required Qualifications and Experience

- Bachelor's Degree, or equivalent in fields such as Social Work, Psychology, Child and Youth Care, Education, Disability Studies, Social Sciences, etc)
- Minimum of 5 years of experience in education, career development, or disability support programs.
- Previous experience in a supervisory role
- Project management experience

Preferred Qualifications (in addition to the above)

- In-depth knowledge of curriculum development and learning disabilities.
- Understanding of social barriers facing individuals with disabilities and mental health challenges.
- Experience working directly with vulnerable populations and people who identify as having a disability and/or mental health challenge.
- Demonstrated ability to coach and support individuals through compassionate communication and active listening.

Required Soft Skills:

- Strong ability to work both independently and collaboratively.
- Exceptional communication, organization, and time management skills.
- Team management
- Strategic thinking
- Developing relationships

Perks

As part of our team, you'll not only find fulfilling work but also enjoy a range of perks designed to enhance your overall well-being. Our commitment to your success goes beyond the workplace. We offer the following perks:

- Hybrid work environment (currently minimum of 2 days in office)
- Casual work environment
- Paid vacation, in addition to time off coinciding with the UVic winter break
- Extended benefits after three months

- Ongoing coaching from direct supervisor

At CanAssist, we prioritize work-life balance and create a positive atmosphere where your contributions are valued and rewarded. Join us, and let's build a future together where both professional and personal growth are at the forefront of your CanAssist experience.

Diversity, Equity and Inclusion

At CanAssist, we are committed to fostering a barrier-free workplace, ensuring fair, equitable, and respectful treatment through the provision of necessary accommodations. This commitment aligns with the BC Human Rights Code to provide reasonable adjustments to participate in job application, interview process and to perform essential job functions once onboarded barring undue hardship for CanAssist.

Embracing the principles of equity, diversity, and inclusion, CanAssist operates as an entity of UVic, adhering to the University's Equity and Diversity Statement. Our unwavering commitment to these values drives us to actively seek team members who collaborate respectfully, embracing differences across various power levels. We encourage applications from individuals facing barriers to equity, reflecting our dedication to creating an inclusive environment. Explore UVic's comprehensive equity statement at [UVic Equity Statement](#).

How to Apply

We value every applicant and embrace growth and teamwork. We appreciate potential and consider a mix of education and experience. If you believe you have the skills needed, even if you don't meet every qualification, share your perspective in your application. Let's connect to find a place for you, whether it's now or in the future.

Interested candidates should provide a cover letter and resume in ONE PDF document with the following naming convention: "**LastName_FirstName_Position.pdf**" to canassistadmin@uvic.ca by April 30th, 2024, Please put Program Manager in the SUBJECT line. Please address the cover letter to Melissa MacEwan.

Once we receive your application, our team will carefully review it. If selected, you'll be invited to participate in a series of interviews.

We are excited to get to know you and, in the meantime, get to know us:

[About Us](https://www.canassist.ca/EN/main/about-us.html) [<https://www.canassist.ca/EN/main/about-us.html>]

[Facebook](https://www.facebook.com/CanAssist/) [<https://www.facebook.com/CanAssist/>]

[Instagram](https://www.instagram.com/canassistuvic/) [<https://www.instagram.com/canassistuvic/>]

We thank you for your interest, but we will only contact candidates selected for interviews.

If you have any questions or require accommodation during the application process, please contact canassistadmin@uvic.ca.