



Empowering lives, enriching communities, transforming futures.

Program Manager (Victoria)

Challenge yourself in a rewarding environment by joining a progressive and empowering agency. TCS is seeking a skilled, experienced and self-directed Manager to support and enhance the quality of life for individuals funded by the Ministry of Children and Family Development. This position assists in the running of a staffed home for children and youth.

Duties

- Lead the development of each child/youth's Service Plan in collaboration with the child/youth.
- Provide supervision and guidance to staff and subcontractors to ensure consistent, quality service delivery aligned with the service plan.
- Coordinate the child/youth's care team to support integrated assessment, planning, and follow-through.
- Lead the development of transition plans (as required), collaborating with guardianship workers and external experts when needed.
- Facilitate case conferencing, case management, and the preparation of related documentation and reports.
- Liaise with community partners, government representatives, families, and professionals, and support access to supplemental services when required.

Qualifications

- Diploma (or higher) in a related human/social service field.
- Minimum 3 years recent related experience, including 1 year supervisory/administrative experience (or equivalent combination).
- Training and experience in behavioural intervention / behaviour modification.
- Knowledge and skill in supporting children under 12 with complex needs.
- Training in attachment-based parenting and relationship-based interventions.
- Strong understanding and application of trauma-informed practice.
- Strong supervisory skills with experience in labour relations, critical thinking, problem solving, and advocacy.
- A sincere commitment to providing quality services to individuals with intellectual and developmental disabilities.
- Excellent interpersonal and communication skills, with the ability to build relationships with individuals, families, staff, government agencies, and community partners.
- Ability to adapt your schedule to meet the needs of the individuals and staff members
- Strong communication skills, both orally and written



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This is a salaried management position, with an annual starting salary of \$71,020.56, based on education, credentials, and experience. The compensation package includes company-paid benefits, and a defined benefit pension plan through the Municipal Pension Plan.

This is a staffed home position, based in Victoria. A personal vehicle and valid driver's license are required.

Position is open until filled.

Please send your cover letter and resume to: Heike LaRoche hlaroche@tcsinfo.ca