Canadian Mental Health Association
British Columbia
Mental health for all

Job Opportunity

Program Manager
Confident Parents, Thriving Kids – Behaviour Program

ABOUT THE PROGRAM:

The Parent Management Training – Oregon Model (PMTO) is an empirically supported treatment program originally developed by the Implementation Sciences International Incorporated and adapted by CMHA, BC Division. Through structured sessions, this early intervention program empowers primary caregivers, parents, grandparents and foster parents to become the main treatment agents for the child. The program is delivered telephonically to ensure access to primary caregivers all across BC,

ABOUT THE ROLE:

CMHA BC Division is looking for an experienced Program Manager to take on this strategic leadership position providing overall management of the protocol driven, evidence based program, *Confident Parents: Thriving Kids Behaviour (CPTK-B).*

Reporting to the CEO, the Program Manager ensures that the program is successfully meeting its mandate, while overseeing staff, operations and future program growth. The Manager is expected to be an internal leader within the CMHA BC Division and to continue relationships with the Ministry of Children and Family Development and other stakeholders to sustain and develop strategic partnerships in the province of British Columbia to grow and develop services and supports for the citizens of BC.

Responsibilities of this position include:

- Lead the program through collaboration with program originators and other relevant stakeholders, including funding partners;
- Ensure program delivery, including maintenance of client data, complies with relevant legislation, contract requirements and best practice standards;
- Cultivate and steward strategic partnerships for research, expansion and funding opportunities;
- Lead program expansion to support system change through the province;
- Lead, coach, support and manage performance of a staff team of supervisors, coaches, intake workers and administrative staff;
- Develop and monitor the annual budget and operating plan to support the program.
- Communicate with funders as outlined in funding agreements, including financial and narrative reports.
- Develop and oversee promotion and communication strategies
- Explore, help develop and oversee program integrity and implement change as required;
- Prepare monthly, quarterly and annual reports as required
- Other duties as required.

WHAT YOU WILL BRING TO THE ROLE:

You will have **a** Master's Degree or equivalent experience in Human Services (for example Social Work, Public Health),Business Administration or related discipline, along with 5-7 years of experience in leading a highly effective team of employees.

In addition, the ideal candidate will have:

- A good understanding of mental health issues and/or child development
- Solid project management experience, including project planning, resource and financial management along with effective communication skills for successful project delivery;
- Solid leadership skills with the ability to lead, motivate, resolve conflict, and lead a high performing team in a unionized environment.
- Experience with establishing and maintaining effective relationships and partnerships with internal and external multi-sectoral stakeholders (e.g., government, health authority partners and community members) along with excellent communication and presentation skills.
- Solid experience in developing and monitoring an annual budget and operating process

- Computer literacy skills including Microsoft Office, CRM or case management database experience, comfort with using and trouble-shooting various technical systems related to telephonic and video delivery mediums;
- Flexibility and ability to thrive in an environment with constantly changing conditions and competing deadlines.
- Ability to handle sensitive and confidential information and matters in a trusted and responsible manner
- Keen understanding of group dynamics

The following qualifications would be considered assets:

- Familiarity with the Brief Child and Family Phone Interview, particularly from a data collection and analysis perspective;
- Training in research methodology and data analysis;
- Grant writing or case for support development experience;
- Experience in not for profit sector, social services, or family services;
- Training in cognitive behavioural therapy along with clinical experience

WORKING CONDITIONS

- This full time position is located at CMHA BC Division office in downtown Vancouver. Due to COVID- 19, if the office remains closed, the work will be completed remotely.
- The Program Manager is an excluded role subject to the compensation reference plan of Health Employers Association of BC.

HOW TO APPLY:

Please submit your resume along with a cover letter, clearly documenting how you satisfy the requirements outlined in this job posting to **cmha.careers@cmha.bc.ca**. The position will remain open until it is filled. We regret that only short-listed candidates will be contacted to schedule an interview.

ABOUT US:

Founded in 1918, The Canadian Mental Health Association (CMHA) is a national charity that helps maintain and improve mental health for all Canadians. As the nation-wide leader and champion for mental health and addiction, CMHA helps people access the community resources they need to build resilience and support recovery from mental illness and/or addiction.

We are an equity employer and encourage applications from women, persons with disabilities, members of visible minorities, First Nations, Inuit, and Metis people, people of all sexual orientation and genders, and others who may contribute to our further diversification.