



Professional Practice Coordinator

Boys & Girls Club of Greater Victoria's mission is to provide safe, supportive places where children, youth and families experience opportunity, overcome barriers, develop skills, positive relationships and confidence for successfully leading their lives and communities. We provide social, recreational and developmental services to children, youth and their families that support all aspects of our mission.

The Agency supports practice through a trauma-informed lens, placing a priority on participant safety, choice, and self-determination. All our programs are approved by the Commission on Accreditation of Rehabilitation Facilities (CARF).

Position Summary

The Parenting Program Professional Practice Coordinator (PPC) is responsible for the safe and effective provision of programming and service delivery in their program portfolio of parenting programs, including planning, implementation, risk management and supervision of staff and volunteers. Parenting Programs include Youth Prenatal Parenting Program (our young mothers program) and parenting programs for parents of pre-teens and teens based on a model of education and group support.

The PPC key role is to capture participant goal setting, solution seeking and skill building within the team and among participants to achieve program deliverables. The PPC coaches and guides staff in their professional practice while delivering programming through a trauma informed lens, placing priority on participant safety, empowerment and skill development. As a key leader in the Agency, the PPC demonstrates the active pursuit of intentional practice with a relentless focus on outcomes and results. The PPC leads by example adopting the Agency's Core Values and Code of Ethics to guide decision-making and professional behaviour.

Duties and Responsibilities

- Develop a staff team with the capacity to provide ongoing family support and parent education using the most advanced techniques in the helping field
- Works in-program as an active team member, role modelling and supporting quality program delivery and best practices
- Builds teams that provide choices to families by applying varying strategies with families to acquire the information, skills, support, or resources to routinely promote their health
- Respects the limits of their role and staff roles with families
- Accepts a client directed definition of family in the application of service
- Reviews, monitors and measures program and service delivery objectives against actual contract deliverables
- Develops, monitors implements and evaluates new/existing programs in collaboration with Program Director
- Recruits and assists in the orientation of new Youth Prenatal Parenting Program Care Families
- Reviews new participant referrals/registration, screens for program eligibility and other information needed for program acceptance decision-making
- Facilitates weekly Case Management meetings and service provision
- Develop program objectives and service delivery outcomes with Program Director
- Lead the adoption of a mindset and practice of intentionality in program implementation and service delivery maximizing opportunities for participant success and program impact
- Provide Clinical Supervision and support with a view to develop competencies
- Complete Work Plans, Performance Reviews and Training Plan for direct reports
- Provides service delivery through the lens of the following evidence-based research: strengths-based, Trauma Informed Practice, & Positive Behaviour Support and experiential learning
- Monitors and maintains budget allocations and financial controls recommending alternative expenditure options to ensure "compliance"
- Prepares and monitors staff schedules
- Develops, cultivates and stewards program relationships with staff, referring authorities, stakeholders, volunteers, etc.
- Participates as Agency brand champion at community events, committees and other official functions
- Identifies human resource staffing needs and competency development requirements
- Recruits, reference checks, on-boards, performance manages (includes Orientation Quiz scoring) and terminates employees in consultation with Program Director
- Reviews, monitors, follows and ensures compliance of monthly and quarterly Health & Safety "Schedule" including drills, trainings and Licensing requirements
- Develops and maintains an inventory of Social Media content to support Strategic Plan brand engagement priorities



Qualifications

- Undergraduate Degree in Social Work, Nursing, Child and Youth Care, or equivalent combination of education, training and experience
- Minimum 5 years experience in a formal leadership role in a related field
- Cultural humility training
- Extensive experience providing trauma informed clinical supervision support
- Extensive experience working with children, youth and families and has a deep calling to work with parents
- Sound working knowledge and strategies applied along the Family Life Cycle
- Effective verbal, written and presentation/group facilitation skills
- Clean Criminal Record Check
- Reliable transportation

Assets

- Knowledge of and experience working in a licensed/accredited program environment
- Mental Health First Aid certification
- Behavioural Intervention training
- Motivational Interviewing
- Knowledge of mental health and substance use

Position Terms:

- **Wage:** \$54,600-\$63,700
- **Status:** Full-Time, Permanent
- **Hours:** 35 Hour per week
- **Expected Start Date:** December 16, 2020 or as soon as possible
- **Benefits:** Extended Health coverage including dental, prescriptions, optical, life insurance, critical illness, long-term disability
- **Opportunities:** Professional Development

To Apply

- Please submit your resume and cover letter stating the position that you are applying to and clearly demonstrating how your experience and qualifications relate to the position
- **Email:** employment@bgcvc.org
- The job posting will remain open until the position is filled. We thank all who apply. Only shortlisted candidates will be contacted.

Important Note Regarding COVID-19

- This is a front-line position working in direct contact with youth, and it is considered safe according to governmental guidelines for pandemic outbreaks.
- As an organization we are taking the necessary precautions and adhering to all Provincial Health Authorities' (PHA) recommendations on sanitization, mask wearing and social distancing in close proximity.
- Please do not apply if you are at risk with underlying health concerns or have your own personal concerns regarding social distancing that go beyond the PHA's recommendations as we cannot accommodate while adhering to governmental directives

The Boys & Girls Club of Greater Victoria acknowledges the Lkwungen, WSÁNEĆ, T'sou-ke, MÁlexeŁ and Scia'new people, whose traditional territories we live and work upon each day.