



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 Professional Practice Coordinator (PPC) is responsible for the safe and effective provision of licensed child/youth care programming and service delivery in the licensed program portfolio, including planning, implementation, risk management and supervision of staff and volunteers. Foundational to this role is coaching and guiding staff in their professional practice and 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

- Develops a staff team with the capacity to provide ongoing child care using best practices in the child care field
- Works in-program as an active team member, role modelling and supporting quality program delivery and best practices
- Supports staff team to build effective staff/participant relationships that supports a safe and inclusive environment
- Develops program objectives and service delivery outcomes with Program Director
- Proactively demonstrates the Agency Mission, Core Values and Code of Ethics in day to day practice
- Reviews, monitors and measures program and service delivery objectives against actual contract deliverables, Walker Grids, program Logic Models
- Leads the adoption of a mindset and practice of intentionality in program implementation and service delivery maximizing opportunities for child participant success and program impact
- Provides service delivery through the lens of the following evidence-based research: strengths-based, Trauma Informed Practice, & Positive Behaviour Support and experiential learning
- Complies with child care regulations and updates supervisor of any relevant changes
- Provides Clinical Supervision and support with a view to develop competencies
- Completes Work Plans, Performance Reviews and Training Plan for direct reports
- Communicates, monitors and ensures compliance of local, provincial, and federal, standards, regulations and legislation
- Prepares and monitors staff schedules; monitors vacation and sick time; approves vacation entitlements
- Prepares, schedules and facilitates staff meetings; prepares staff meeting Minutes to Agency standards and ensure staff sign-off
- Develops, cultivates and stewards program relationships with staff, referring authorities, stakeholders, volunteers, etc.
- Reviews, monitors, follows and ensures compliance of monthly and quarterly Health & Safety "Schedule" including drills, trainings and Licensing requirements
- 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



- Develops and maintains an inventory of Social Media content to support Strategic Plan brand engagement priorities

Qualifications

- Undergraduate Degree in Recreation, Education, Child and Youth Care, Social Work, or equivalent combination of education, training and experience
- Minimum 5 years experience in a formal leadership role in a related field
- Knowledge of and experience working in a licensed/accredited program environment
- Cultural humility training
- Positive Behaviour Support training
- Extensive experience providing trauma informed clinical supervision support
- Effective verbal, written and presentation/group facilitation skills
- Clean Criminal Record Check
- Class 4 Driver's License
- Reliable transportation

Assets

- Mental Health First Aid certification
- Behavioural Intervention training
- Motivational Interviewing
- Knowledge of mental health

Position Terms:

- **Wage:** \$54,600 – 63,700
- **Status:** Full-Time, Permanent
- **Hours:** 35 hours per week
- **Expected Start Date:** December 16, 2020, negotiable 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.