



Position Title: Director of Adult Services
Hours: Full Time
Starting Date: To be negotiated
Location: Cranbrook

Excluded Position

This position is considered an excluded position and a member of the Management Team of Community Connections Society of Southeast BC (CCS).

Position Summary

The Director of Adult Services reports directly to the Executive Director and works collaboratively with the Director of Child and Youth Services and the Bookkeeping/Payroll Administrator. The Director of Adult Services will ensure coherence with budget and hiring in collaboration with the Management Team and the applicable Program Coordinators. This position will supervise, communicate and work collaboratively with the Adult programs located within Cranbrook Family Connections location. The broad range of duties include (but are not restricted to):

- Human Resources policies, programs and related procedures and practices
- Recruitment, orientation, staff development and training
- Collective Agreement application, interpretation, and negotiation
- Employee training and development tracking
- Program and Discipline-specific Leadership
- Program and Discipline-specific Staffing Support and Management
- Implementation of Legislation and employment standards changes

QUALIFICATIONS AND EXPERIENCE

- A degree in the field of Social Work and/or Human Resources and
 - Three, or more, years' experience working within Human Resources field and
 - Three, or more years, supervisory experience and
 - Three, or more, years administration experience
 - Or an equivalent combination of education and experience
- A strong working knowledge & understanding of the principles of working with the marginalized population
- Demonstrated ability to lead, manage and direct and work with a diverse team and partner agencies

209A 16th Avenue North, Cranbrook, B.C. V1C 5S8

Phone: 250.426.2976 Fax: 250.426.2978

Email: adminassistant@ccssecbc.com



COMMUNITY
CONNECTIONS

“Linking People, Communities and Services”

Special Conditions of Employment

The Director of Adult Services must:

- have, or be willing to complete, a current criminal record check
- have a current driver's license - use of personal vehicle required
- have a driver's abstract completed

Deadline for Applications: 4:00 PM Friday November 15, 2019

Submit to:

Community Connections Society
Attention: Gwen Noble Executive Director
209A 16 Avenue North
Cranbrook, B.C. V1C 5S8

Phone: (250) 426-2976 **Fax:** (250) 426-2978

executivedirector@ccssebc.com

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We would like to acknowledge that we are on Ktunaxa ?amak?is, the territory of the Ktunaxa people