

# EMPLOYMENT OPPORTUNITY

The Salvation Army  
BC Division

## Internal and External Posting

**POSITION:** Community Ministries Supervisor – Full Time  
NON UNION

**FACILITY:** Ocean Crest Ministries/Light House Center  
Campbell River, BC



Giving Hope Today

*The Salvation Army exists to share the of Jesus Christ, meet human needs and be a transforming influence in Campbell River, Port Hardy and the surrounding communities.*

Every position contributes to the spiritual and social services mission of The Salvation Army.

### JOB PURPOSE:

Provides holistic leadership to all programs under the umbrella of The Salvation Army's Community & Family Services, including, Hot Lunch Program, Third Party Administration, Income Tax, Dinner Bell Program, Fund Raising and Youth Out Reach Program.

- Serves as leader for all TSA Community & Family Services operations in Campbell River
- Serves on the Occupational Health and Safety Committee – Management Representative

### CHARACTERISTIC JOB DUTIES:

The incumbent is responsible for the following range of job duties characteristic, or typical of the job class:

- Ensures that the Gospel of Jesus Christ is exemplified in the performance of all job responsibilities and through personal example. Shares the message of the Gospel of Jesus Christ with clients, staff and volunteers, as appropriate (including linking clients to the church family and church programs where possible)
- Lead devotions with guest and provides prayer support with employees and guest when required, including grace for meal times
- Serve actively as a member of the Senior Management Team for Ocean Crest Community Ministries as well as participate in other meetings and committees as needed
- Gives oversight to all community ministries programs which include:
  - Campbell River Community & Family Services
  - Campbell River Lighthouse Programs
  - Hot Lunch Kitchen,
  - Family Services Programs,
  - Third Party Administration,
  - Income Tax,
  - Dinner Bell Program,
  - Youth Out Reach Program,
- Ensures ministry objectives are consistently accomplished and that a spiritual focus is applied to all program initiatives
- Coordinates/organizes or oversees and develops fundraising activities including Christmas Campaign, Food Drives, Donation Drives, Summer Camps, and Community Christmas Dinner etc. Researches, coordinates and develops new fundraising ideas
- Engages in ongoing planning to ensure programming reflects client needs as these may evolve in our changing socioeconomic climate
- Prepares written reports as requested by other agencies, following receipt of guest's endorsed disclosure authorization and in accordance with internal policies and procedures

- Works with the management team in the preparation of an operating budget for the community ministries programs and monitors financial performance accordingly
- Works with the Management Team to create and implement strategic plans for all community ministries in Campbell River and Port Hardy.
- Contributes to the development of policies and procedures for Community Ministries programs in consultation with CO, senior management and/or frontline supervisors
- Responsible for reporting to all funding agencies which can include fiscal reporting, statistical reporting, drafting reviews, attending meetings etc.
- May provide intake services, client assessment, emergency assistance and short-term spiritual counselling for clients including encouraging, coaching and advocating in community.
- Networks with non-Salvation Army government and community social assistance and service providers to coordinate resources for the benefit of clients
- May implement a local Emergency Response Plan, assisting with provincial/federal emergencies as required
- Meet regularly with direct reports
- Works closely with the Residential Services Manager to connect guest with services
- Will manage Shelter Operations in the absence of the Residential Services Manager and alternate for weekend coverage.
- Leads and arranges training for all Family Service team members, as well as other Ocean Crest team members where possible. This also includes proper recording keeping.
- Oversee maintenance of Family Services Policies & Procedures in compliance with Accreditation Standards of TSA and adjust or develop as required, with approval from CO (Corps Officer)
- Ensure all written reports for government purposes as well as for The Salvation Army are completed accurately and in a timely manner
- Chair monthly staff meetings
- Ensure properties are maintained properly
- Participate in various Community Network groups
- Understanding of TSA Policies and Procedures
- Understanding of the Collective Agreement between TSA and the BCGEU
- Review procedures with Volunteer Coordinator regularly
- Ensure challenges are reviewed and resolved (this includes staff and volunteers)
- Oversee Staff & Volunteer recruiting, training, orientation, evaluation and discipline
- Participate in monitoring and building budgets for Family Services programs
- Submit Family Service payroll to Finance Administrative Assistant
- Oversee Occupational Health and Safety for all staff and volunteers, in conjunction with the Safety Committee.
- Other duties as required

### **MINIMUM EDUCATION LEVEL ATTAINED:**

The successful job applicant will have completed up to two (2) years of Community College. Certificate and or experience in Youth Work an asset

NOTE: An alternative level of education and experience may be acceptable.

The successful applicant will hold/have:

1. Food Safe Level I
2. First Aid level 1 Certification
3. WHIMIS Training/ Universal Precautions
4. Non-violent Crisis Intervention
5. Fluent spoken and written English
6. Valid Driver's license and clean driver's abstract
7. Criminal Record Check
8. Excellent team and interpersonal skills
9. Able to handle physical demands, which include lifting/carrying of items more than 20 pounds.
10. Immunization for Hepatitis B and vaccination against Tuberculosis are suggested.

**TRAINING TO BE COMPLETED AFTER HIRING: ( AN ASSET IF ALREADY TRAINED )**

Naloxone Training, Link to Feed Super User Training, HIFIS 4.0 Training, Mental Health First Aid, other trainings as required by contracts

**MINIMUM PRIOR RELATED EXPERIENCE:**

The incumbent must have the following experience before hire:

At least three years of prior related experience, including experience in a wide range of social services programs, managing people and resources, managing a unionized setting and communication orally and in writing with government officials and/or funders. Working with Youth Programs in a leadership role.

**SALARY/GRADE: The Salvation Army pay band 5**

**TERMS: 40 hours per week based on Monday to Friday 8:30 – 4:30 pm – flexibility an asset**

Interested applicants must respond in writing by July 19, 2019 to:

Please send resume and cover letter to:

Patricia Roed

Fax: 250-287-3729

**Or email to: [patriciaroed@oceancrestchurch.org](mailto:patriciaroed@oceancrestchurch.org)**

We thank all applicants, however, only those candidates to be interviewed will be contacted.

**PLEASE NO PHONE CALLS**