



JOB POSTING:
PROGRAM SUPERVISOR – INNOVATIVE PROGRAMS
(FULL-TIME: 5 DAYS/40 HOURS PER WEEK)

SONSHINE COMMUNITY SERVICES MISSION STATEMENT:

“Motivated by our Christian faith, our mission is to help women and children transform their lives.”

Sonshine Community Services is a charitable organization bringing hope and healing to families in need for more than 40 years. We envision a community where women and children live safely in healthy families.

We are a multi-services organization:

- The Sonshine Centre is a residential shelter serving women and children fleeing family violence and abuse. The Centre is an integral part of Calgary’s collaborative response to domestic violence, housing women with and without children who are at a high risk for serious injury or fatality.
- The Children’s Centre is the first licensed full-time children’s Centre of its kind in Canada. It meets the unique needs of children who have experienced domestic violence or other forms of emotional trauma.
- Sonshine Community Counselling exists to support individuals to build health within families and relationships. We offer ethical, client-centered and trustworthy counselling to community members, with the intent of removing barriers to access to professional counselling.
- Sonshine Family Day Homes provides home-based childcare throughout the city of Calgary. Our home-based programs are inclusive, regulated, safe and caring.

PURPOSE OF THE POSITION:

This full-time position primarily collaborates across Sonshine program departments to provide a one family, one plan service framework for children who have experienced family violence and/or trauma and their caregiver(s). The Program Supervisor provides direct supervision, leadership, and support to the Innovative Program Team. This person has a strong background in strengths based, family systems, trauma-informed, and neurosequential practice frameworks.

This position qualifies for health benefits and the salary will be commensurate with experience

DUTIES AND RESPONSIBILITIES:

Leadership:

- Coach, mentor, supervise and build capacity of team.
- Responsible for the team’s orientation, hiring and training.
- Lead case consultation and support collaboration between teams to ensure a one family one plan approach.
- Attend ongoing professional development focused on information relating to children/families, healthy child development, family relationships, domestic violence, toxic stress, and trauma.
- Work with the Human Resources Director (OH&S Committee Representative) on all Health and Safety matters. These incidents include but are not limited to injury/accident reports, refusal of dangerous work, violence & harassment in the workplace, etc.



Program Planning and Development

- In collaboration with the Director of Children’s Programming, establish annual program goals and evaluate program delivery of these goals on an ongoing basis in alignment with strategic and operational plan.
- Collaborate with other program supervisors and coordinate groups and workshops for parents and children to meet current and emerging needs in accordance to best practice and trauma informed, attachment-based practice frameworks.
- Coordinate team training in partnership with other department supervisors and Director of Children’s Programming.
- Support development and updates to program policies and procedures in partnership with the Director

Community Connections:

- Stay informed about best practices through professional literature, attending workshops, participating in professional associations, and maintaining contact with peers in community.
- Offer Children’s Centre program and services information to community partners.
- Build relationships by liaising with relevant service agencies, organizations, governing bodies and educational institutions

Administration:

- Audit program client files to ensure adherence to documentation standards.
- Keep client files up to date with client information recorded according to appropriate professional standards.
- Maintain accurate and up to date information in Outcome Tracker and work in partnership with Evaluation and Research Analyst to ensure all data is complete.
- Other duties as assigned.

QUALIFICATIONS AND SKILLS:

- Bachelor’s Degree or Master’s in Child & Youth Studies, Education, Early Childhood Education, Social Work, Psychology, or related field required.
- 5+ years of experience working in a related field required.
- Previous non-profit organization experience considered an asset.
- Knowledge of community resources & programs available to support families.
- Knowledge of Adverse Childhood Experiences – ACEs.
- Comprehensive knowledge of child development
- Experience supervising, coaching, and training employees.
- Knowledge of Trauma-Informed Practice/Care and completion of Core Brain Story.
- Knowledge of the cycle of domestic violence and the impact of trauma.
- Affinity for working with children and families.
- Critical thinking skills/Reflective thinker/Active listener.
- Able to work independently and as part of a team.
- Competent computer skills including effective working skills of MS Word, Excel, PowerPoint, data tracking IT systems required.
- Demonstrated ability to communicate respectfully at all levels.



REQUIREMENTS:

- Current Police and Vulnerable Sector Check (completed within the last 6 months)
- Current Child Intervention Record Check (completed within the last 6 months)
- Child Care First Aid & CPR
- Must be able to provide 2 professional references

WORK ETHIC EXPECTATIONS:

- Ability to effectively establish and maintain cooperative working relationships within a faith-based diverse multicultural workplace.
- Ability to work independently and as part of a multidisciplinary team.
- Excellent personal and professional boundaries.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO THE EMAIL BELOW.

APPLICATION DEADLINE: OPEN UNTIL FILLED

Bridget Obafemi
HR Director
Sonshine Community Services
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Calgary, AB T3C 3W2
Email: hr@sonshine.ca

Sonshine Community Services is an equal opportunity employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted.