



**Job Posting #2024-043**

<b>Position:</b>	Program Manager	<b>Job Status:</b>	Permanent Full Time
<b>Required Shifts:</b>	Weekdays Occasional On-call Required	<b>Reports to:</b>	Director of Clinical Services
<b>Location:</b>	Belleville	<b>Salary Range:</b>	\$77,103 - \$88,569
<b>Date Posted:</b>	November 15, 2024	<b>Union/Non-union:</b>	Non-Union
		<b>Closing Date:</b>	Open until filled

**About Us:**

The Canadian Mental Health Association Hastings Prince Edward (CMHA HPE) provides a wide range of services and programs to support individuals aged 16 and older in achieving their mental health and addiction recovery goals. Committed to promoting mental wellness and resilience, CMHA HPE offers crisis intervention, addiction services, and mental health support, ensuring everyone in the community has access to the resources they need to feel well. By fostering inclusive and supportive environments, CMHA HPE empowers individuals to lead fulfilling and healthy lives. For more information, visit [CMHA HPE](#).

CMHA HPE provides a comprehensive extended health and dental plan to support employees' overall well-being, covering a wide range of medical, dental, and vision needs. We also participate in a robust pension plan, the Healthcare of Ontario Pension Plan (HOOPP), helping employees to secure a stable and prosperous future. These benefits reflect our commitment to supporting our team members in maintaining a healthy work-life balance and planning confidently for the years ahead.

**Position Summary:**

The Program Manager manages a team of Mental Health Case Managers in the ongoing development, implementation, and evaluation of their assigned programs to ensure the provision of high-quality client services for people living in Hastings and Prince Edward Counties. The Program Manager works to advance the agency's vision, values and strategic priorities across the communities we serve.

The Program Manager is a collaborative member of our Leadership Team, drawing on the insights of colleagues and leaders, as well as their experience and knowledge of best practices, to design, implement, measure, and evaluate their programs and services. The Program Manager works directly with clients and staff on quality improvement initiatives and facilitates the continuity of care. Responsibilities will include contributing to the development, maintenance, and evaluation of program budgets, risk management, and change management initiatives. The program manager will be responsible for overseeing their program area, facilitating training, performance management of employees, health and safety initiatives, and ensuring program quality. This opportunity will encompass various learning and development opportunities.

**Minimum Qualifications & Experience:**

- Comprehensive knowledge of client-centered services and the principles and practices of community care;
- A University Degree in a related discipline or relevant post-secondary education/training in non-profit/social services/health-care program management;
- A minimum of 5 years progressive leadership experience, or equivalent combination of education and experience within the non-profit/social services/health-care sector;
- Registered Healthcare Professional (an asset, although not required);
- Demonstrated knowledge and subject matter expertise in mental health, treatment modalities, and the challenges faced within the mental health sector;
- Effective organizational, management and leadership skills with a strong focus on coaching, mentoring and motivating employees;
- Ability to plan and organize activities and initiatives, set priorities and meet program deadlines;
- Ability to effectively collaborate with senior leadership and peers, employees, community partners, local governments, the public and key stakeholders;
- Demonstrable understanding of, and ability to apply, cultural awareness and sensitivity;
- A high level of integrity, confidentiality, and accountability;
- Sound analytical thinking, planning, prioritization, and execution skills;
- Ability to use various types of verbal, written and electronic communication effectively;
- Availability to work flexible hours as needed;
- Knowledge of applicable legislation, regulations, professional standards, and best-practices such as the Employment Standards Act, Occupational Health & Safety Act, Mental Health Act, Hospital Act, etc;
- A valid Ontario's driver's license and access to an insured, reliable vehicle;
- Satisfactory Criminal Reference Check;

*Please note: Duties and responsibilities are subject to change in the future.*

**Applications: Please submit a resume and cover letter quoting competition number 2024-043 to [careers@cmhahpe.ca](mailto:careers@cmhahpe.ca).**

*We are committed to inclusive, barrier-free recruitment processes and work environments. If contacted, please advise us in a timely fashion of any accommodation assistance you require to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.*