



Family Counsellor Supervisor (Internal)

Date Posted: March 15, 2023

Competition Number: 200-22/23

Location: Kelowna, BC

We can provide:

- Many opportunities for professional development
- Fun, positive work environment
- Child Care discount
- Benefit Plan

Key Duties and Responsibilities:

- Responsible for program screening, intake meetings and assigning files
- Oversees the day-to-day operation of the program by ensuring that the facilities and equipment are in place, program guidelines and policies are adhered to, and program standards are met.
- Participates in the recruitment of staff- screening, interviewing and hiring. Orients and provides training to staff.
- Monitors and authorizes program expenditures and maintains financial records in accordance with established procedures. Assists in the preparation of the program budget for submission and presentation.
- Liaises with community service providers such as MCFD, RCMP, School districts and other community service providers.
- Maintains related records and statistics and produce monthly reports as required.
- Work as part of the Family Development team delivering child, youth and family counselling.
- Plan and conduct individual and/or family counselling sessions using a variety of counselling techniques.
- Facilitate parenting groups as needed
- Provides direction and support to Family Development staff on service related issues.
- Participates in the program's screening meetings and assistant in assigning cases to Family Development staff.
- Provides structured supervision of job-related activities and individual skill development to the staff.
- Provides a performance evaluation to each staff within required time lines.

Qualifications:

- Bachelor's degree in a related human / social service field.
- Two (2) years recent related experience. Or an equivalent combination of education, training and experience.
- Valid driver's license and reliable vehicle.
- Successful completion of Agency screening including a Criminal Record Check

This position is open to all applicants

This position requires union membership.

Hours: 35 hours a week.

Rate of Pay: \$36.33 an hour plus cost shared benefits

Closing Date: March 22, 2023

Please send resume and cover letter to:

E-mail: jobs@bgco.ca

As an equal opportunity employer, BGC Okanagan is committed to the prioritization of equitable and inclusive employment practices. Our goal is to be representative of the communities we serve, and we encourage applications from communities which are structurally marginalized based on race, disability, age, sex, religion, sexual orientation, nationality, social or ethnic origin, gender identity and/or expression. If any candidate needs any accessibility support throughout the hiring process, we will accommodate such requests when made.

We appreciate and thank all applicants for their interest, however only short-listed candidates will be contacted.