

Program Supervisor (Future Works Peace River/High Level)

Job Information

Location: Peace River & High Level, AB

Part Time/Full Time: Full Time

Term/Permanent: Term Contract

Term End date: March 31, 2028, with the possibility of extension

Hours of Work: 35 Hrs. per week

Salary Range: \$55,000 - \$60,000 annually

Deadline for Submission: open until suitable candidate is found

EmployAbilities is seeking a highly organized and collaborative Program Supervisor to lead the Future Works program in Peace River and High Level. This leadership role oversees the planning, implementation, and evaluation of the Future Works program, which supports individuals with barriers to employment. The Program Supervisor provides operational oversight, direct front-line support, and guidance to staff while managing performance outcomes and community partnerships. As a member of the leadership team, this role contributes to agency-wide strategic planning and priority setting. Based in Peace River, this hybrid role involves in-office supervision, oversight of the High Level office with occasional travel, and potentially managing a small caseload.

Key Responsibilities

Agency Values and Leadership

- Model and promote the Agency values of compassion, collaboration, innovation, integrity, and inclusiveness.
- Provide oversight and direction to employees in accordance with the Agency's policies, processes, and procedures.

Operational Management

- Set up and oversee the operations of a store-front employment skills training site, as needed.
- Supervise staff workloads and schedules, including the distribution of duties, approval of time records, and management of requests for time off.

Program and Service Quality

- Ensure program or service quality, standards, and deadlines are met.
- Develop and implement program or service metrics to measure success.
- Identify and implement program or service changes to enhance results or outcomes.

Human Resources Management

- Collaborate with HR on initiatives and activities including recruitment, onboarding, performance management, employee development, training, and general support.

Workshop and Curriculum Development

- Oversee the research, develop, revision, and implementation of workshop curriculum based on the expectations of the contract and needs of the participants.
- Promote the ongoing development and enhancement of workshops and services to meet client needs and changes in technology or the labor market.
- Prepare and distribute marketing materials advertising workshops.

Client Services and Case Management

- Oversee client intake, assessment, referrals, progress, and outcomes within the service or program.
- Coordinate the facilitation and instruction of a variety of one-on-one and group workshops to prepare clients for employment.
- Oversee program or service case management, including action plan development activities, provision of appropriate follow-up support, and execution of tracking procedures.

Community Engagement and Marketing

- Assist with the creation and implementation of marketing strategies, website, and related materials to promote Agency supports, programs and services within the communities.
- Expand awareness of non-traditional employment opportunities with Agency clients and the business community.
- Establish and maintain a resource network to support Agency programs and services within the community.
- Ensure representation and promotion of available supports, services, and programs to the community and other service providers through networking, presentations, conferences, attendance at job fairs, and other business events.

Record Keeping and Compliance

- Ensure that all Agency and contractual records, reporting, billing, and statistical documentation are adhered to and submitted within the guidelines and schedules.
- Ensure completeness of file documentation, including government and agency database entries.

Special Projects and Tasks

- Undertake special tasks, research, projects, and other assignments within the Agency.

Qualifications:

- Degree or Diploma in Business Administration, Human Resources, Social Work or Community Services preferred. Equivalent combination of education and related experience will also be considered.
- Strong research skills and excellent communication skills.
- Minimum of 3 years of experience in staff supervision, invoicing, and report writing.
- Strong proficiency in using multiple computer software applications.
- Must possess a valid class 5 driver's license and have access to a vehicle.
- Clear criminal record check.

How to Apply

Please submit your complete resume and cover letter to: Rebecca Hilligas at rhilligas@employabilities.ab.ca . In the subject line, indicate Program Supervisor – Future Works

We thank all applicants for their interest. All applications will be reviewed. Only individuals selected for interviews will be contacted.

EmployAbilities is an equal opportunity employer, and we are committed to increasing diversity and inclusion in our workforce and in our organizational practices. We encourage candidates of all backgrounds and experiences to apply.

If you require accommodations at any time during the recruitment phase include that information in your application.