



Youville Centre is a not-for-profit, community health centre located on Treaty One territory, in the heart of the Metis Nation, in Winnipeg, MB.

Youville sites provide a place where individuals and families can work on their health and wellbeing with health and social service professionals. Youville focuses on the strengths and gifts, as well as the needs of the community, striving for the most person-centered, effective and caring delivery of its services and programs.

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## **Program Manager**

**Permanent 1.0 EFT - 36.25 hours per week**

**\$45.79 - \$54.38 per hour**

### **SUMMARY OF POSITION**

An experienced team builder and manager, the Program Manager reports to the Executive Director and is responsible for managing the provision, development and evaluation of quality primary health care and allied program services delivered by an interdisciplinary team in a comprehensive, collaborative manner with an emphasis on health equity, Reconciliation, health promotion and education.

The Program Manager; develops, manages, reports on, and is accountable for the activities of all Youville programs and designated staff; represents and promotes the Centre and is a key leader in the overall management of programs of Youville Centre.

The Program Manager provides support in the areas of human resources, finances and general accountability to the Executive Director. The Program Manager is responsible: to communicate the vision, mission, values and the strategic and operational plans of the organization to employees and for adherence to these, by team members.

### **KEY RESPONSIBILITIES**

#### **Management and Leadership:**

- Supports, champions and models the mission, vision and values of Youville Centre.
- Makes timely decisions to move work forward, takes responsible risks to improve services and achieve goals
- Works with people to set challenging and achievable goals with clear accountability for results through timely and effective feedback
- Provides clear direction and expectations in line with the mission, vision, values and mandate of the organization

#### **Policy Development/Program Planning Skills**

- Develops plans to implement policies and programs
- Coordinates programs at both Youville Centre sites. (Coordination of programs involves planning new initiatives, implementation, monitoring and evaluation of programs in a self-managed team model.)
- Ensures coordinated and quality programs are being conducted according to best practice at designated Youville sites.

#### **Communication Skills**

- Communicates in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency
- Ensures a variety of approaches are considered and used to provide services and supports
- Proactively and positively resolves related conflicts occurring internal and external to the organization

### **Cultural Safety/Ant-Oppression Skills**

- Ensures that there are strategies and necessary competencies for interacting with persons from diverse backgrounds
- Ensures the consideration of the role of cultural, social, and behavioral factors in the accessibility, availability, acceptability and delivery of services
- Committed to ant-oppression, anti-racist and ongoing pursuit of Reconciliation and equity

### **Qualifications:**

- Bachelor's degree in health or social services related field is required.
- Master's level training in a related field is preferred; however, equivalent related work experience may be considered.
- Three to five years of experience in management, preferably in a health-related setting.
- Exceptional writing and interpersonal communication skills and demonstrated cultural safety and anti-oppression are essential.
- Detailed knowledge of all current Microsoft Office software programs as well as any other software programs necessary to perform the job.
- Must be an energetic self-starter who is able to function comfortably in a team environment or independently and relates well to co-workers and the public.
- Flexible and the ability to manage time and multiple tasks with little supervision.
- Valid Driver's license and access to a reliable vehicle
- Criminal Record Check required
- Child Abuse Registry Check required

Interested candidates for this position should submit their resume via email before **October 20, 2023** to:  
Human Resources at **Youville Centre**, [admin@youville.ca](mailto:admin@youville.ca)

*Youville is committed to employment equity and eliminating barriers to employment for people who are underrepresented in Canada's workforce including Indigenous peoples, people with disabilities, members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin; persons who identify as women and persons of marginalized sexual orientations, gender identities, and gender expressions. In pursuit of our values, we seek team members who will work respectfully and constructively with differences and across levels of power.*

*We thank you for your interest. Only those candidates selected for interview will be contacted.*