

Employment Opportunity - Posting

The Salvation Army – Fort St John, B.C.



Giving
Hope
Today

Job Title:	Community Ministries Supervisor	Competition #:	3000-FT-Sup
Ministry Unit/Dept:	Fort St John/Community & Family Services	Status:	Full Time
Salary:	\$25.75	Date Posted:	June 18, 2024
Address:	10116 100 ave	Posting Expires:	When position filled
Applications Accepted By:			
Fax or E-mail: FortStJohn.hr@salvationarmy.ca Attention: HR <p style="text-align: center;">Please no phone calls.</p>		Mail:	
MISSION AND VALUES:			
<p>The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.</p> <p>Mission Statement The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.</p> <p>Core Values The Salvation Army Canada and Bermuda has four core values:</p> <p>Hope: We give hope through the power of the gospel of Jesus Christ. Service: We reach out to support others without discrimination. Dignity: We respect and value each other, recognizing everyone’s worth. Stewardship: We responsibly manage the resources entrusted to us.</p>			
JOB DESCRIPTION:			
POSITION PURPOSE SUMMARY:			
<p>The Community Ministries Supervisor provides holistic leadership to all programs under the umbrella of The Salvation Army’s Fort St John Community & Family Services in accordance with The Salvation Army’s Mission, Vision, and Values. The Community Ministries Supervisor is a senior leader who is a member of the management team who provides assistance to individuals and families who are seeking aid and assistance from, or have been referred to, The Salvation Army. This may involve providing administration, supervision and operational requirements of special programs.</p>			
BASIC FUNCTIONS/RESPONSIBILITIES:			
<ul style="list-style-type: none"> • Works with and provides guidance to the family services driver/maintenance worker and custodian. • Develops, organizes and implements new and ongoing programs that align with the ministry units' strategic objectives. • Connects with community partners. • Engages with guests and provides spiritual and emotional care as able or seeks chaplain when necessary. <p>Administrative Responsibilities:</p> <ul style="list-style-type: none"> • Develop and document business requirements, process and reports as needed • Completes timesheets for direct reports 			

- Provides budgetary insight for the community ministries department
- Completes reports for community stakeholders and grant providers

Organizational & Leadership Responsibilities

- Gives oversight to all Fort St John Community & Family Services programs, which include:
 - Community & Family Services
 - Guest Services
 - Community Feeding Programs
 - Ministry Unit Programming Assistance
 - Community Events
 - Volunteer Schedule and Orientation
 - Others as required.
- Ensures ministry objectives are consistently accomplished and that a spiritual focus is applied to all program initiatives.
- Coordinates, organizes, oversees, develops fundraising activities which include the Christmas Campaign, Food Drives, Donation Drives, Summer Camps, Community Christmas Dinner, etc. Research, coordinates, and develops new fundraising ideas.
- Engages in ongoing planning to ensure programming reflects guest needs as these may evolve in our changing socioeconomic climate.
- Prepares written reports as requested by other agencies, following receipt of guest's endorsed disclosure authorization and in accordance with internal policies and procedures.
- Works with the Management Team in preparing an operating budget for CFS programs and monitors financial performance.
- Works with the Management Team to create and implement strategic plans for all community ministries with Fort St John Community Ministries.
- Contributes to the development of policies and procedures for Community Ministries programs in consultation with the Executive Director, Management Team, and staff.
- Responsible for reporting to all funding agencies, which can include fiscal reporting, statistical reporting, drafting reviews, attending meetings, etc.
- Provides intake services, guest assessment, emergency assistance and short-term spiritual care for guests, including encouraging, coaching, and advocating in the community.
- Networks with non-Salvation Army government and community social assistance agencies and service providers to coordinate resources for the benefit of guests.
- May implement a local emergency response plan, assisting with provincial/federal emergencies as required.
- Meets regularly with direct reports.
- Responsible for scheduling all shifts for Community & Family Services.
- Works with the Cook to plan and develop kitchen and food rescue programming, kitchen operations & standards and assists in developing food plans for Community Feeding Programs, and Community Events.
- Reviews all worksite incidents and complaints and approves recommendations and follow-ups, which include accidents and injury; makes appropriate restrictions; implements behavioral agreements and deals with guest and staff discipline in concert with Executive Director and Human Relations Coordinator.
- Is involved in orientation and training of team members, arranges orientation and training when required and keeps records.
- Oversees the maintenance of policies & procedures in compliance with accreditation standards of TSA and adjusts or develops as required, with approval from the Executive Director.
- Ensures all written reports for government purposes and for The Salvation Army are completed accurately and timely.
- Chairs monthly CFS staff meetings.
- Ensures facilities and kitchen inspections are done when required.
- Participates in various community network groups.

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- Reviews procedures with the volunteer coordinator regularly.
- Ensures challenges are reviewed and resolved (this includes staff and volunteers).
- Oversees staff and volunteer recruiting, training, orientation, evaluation, and discipline.
- Submits payroll to Finance and HR (Human Relations) Coordinator.
- In conjunction with the safety committee, oversees occupational health and safety for all CFS staff and volunteers.
- Develops and monitors health, safety & environmental procedures and ensures that all staff are trained and aware of procedures.
- Implements appropriate safety and security procedures as required.
- Develops and monitors emergency procedures and ensures that all CFS staff are aware of procedures and are trained; conducts periodic fire and emergency drills.
- In consultation and collaboration with the Executive Director and Human Relations Coordinator, is involved in hiring, orientating, training, and evaluation of direct reports, following territorial/divisional standards and collective agreements.
- Directly responsible for discipline and termination in concert with Territorial standards; submits and acts on incident reports; deals with complaints, with approval from the Executive Director.
- Some driving required to cover for donation pick-ups when driver is absent, for programming supplies when needed, to occasional meetings in the community. Will be driving company vehicle.
- Other work-related duties as required.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

Education, Qualifications and Certifications:

- Completion of a formal post-secondary/college program of 2 academic years in a related field (e.g., Social Work)
- Food Safe Level 1 certification
- First Aid Level 1 certification
- Non-Violent Crisis Intervention training is an asset

Experience and Skilled Knowledge Requirements:

- A minimum of two years of prior related experience, including experience in a wide range of social service programs, managing people and resources, and communicating orally and in writing with government officials and/or funders.
- Proficiency in the use of computer programs such as Word processing, Spreadsheets, Databases, E-mail and Internet etc.
- Strong organizational skills
- Good team and interpersonal skills
- Empathy to clients, staff and volunteers
- Able to handle physical demands, which include lifting/carrying items more than 40 pounds

SKILLS/CAPABILITIES:

- Attention to detail, problem solving and analytical skills.
- The performance of the job requires attentive listening (supervision, counselling, conflict resolution, etc.)
- Attention to computer work.
- Strong sense of integrity and confidentiality with professional ethics and a balanced sense of fairness and flexibility
- Creativity/Innovation: Develop new and unique ways to improve service and to create new opportunities.
- Focus on Client Needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameter.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results in the organization's best interest.

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- **Make Decisions:** Assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities
- **Plan:** Determine strategies to move set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Think Strategically:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.
- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand ethical behavior and business practices and ensure that own behavior and that of others is consistent with these standards and aligns with the organization's values.
- **Ability to work with difficult or emotionally needy people** in a patient and compassionate manner.
- **Support for and an understanding of the mission and purpose of The Salvation Army.**

HOURS: Monday to Friday, 8:00 am – 4:30 pm

Successful candidates, prior to hiring, may be required to provide:

- Background check consent
- A clear vulnerable sector screening
- A clean drivers abstract
- Completion of our online Praesidium Abuse Training and required Health and Safety training

The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.



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