

**SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION in partnership with KIDSFIRST
invites applications for the position of:**

KIDSFIRST PRINCE ALBERT – FULL-TIME PROGRAM MANAGER

KidsFirst offers a multi-faceted program based on healthy, early childhood development and supports for vulnerable children prenatal to age 5, and their families. The **KidsFirst Program Manager** will have responsibility for planning, staffing, coordinating, controlling and evaluating staff and the Prince Albert KidsFirst Program; establishing and maintaining community-based agency service contracts; and participating in community development in the area of early childhood development and family support. The Program Manager is hired by and reports to the accountable partner, Saskatchewan Rivers Public School Division, while also receiving direction and guidance from the KidsFirst Management Committee and the Early Years Branch of the Ministry of Education.

QUALIFICATIONS

REQUIRED:

- Bachelor's Degree in a human services discipline (education, social work, health care, justice, addictions counselling or related counselling, community development)
- Master's Degree would be considered an asset
- Minimum of two (2) years of supervisory and human resources management experience
- Minimum of two (2) years of program planning and management experience
- Experience in setting program goals, objectives and standards and evaluating and analyzing progress accordingly
- Ability to develop strong teams and work as a part of a team
- Ability to establish and maintain effective working relationships with diverse individuals and groups
- Financial budgeting and Management experience
- Ability to maintain accurate records and provide detailed reports
- Group facilitation skills and experience
- A reliable vehicle and a valid driver's licence
- A security background check including both a Criminal Record Check and a Vulnerable Sector check
- Ability to create and maintain relationships with other community organizations to strengthen the network of supports for the organization
- Ability to fulfill any and all duties as outlined in the job description

PREFERRED:

- Excellent interpersonal and communication skills
- Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision making skills to ensure quality of work meets expected standards
- Working knowledge of current technology and software
- Involvement in community development
- Problem solving, conflict resolution and mediation skills
- Knowledge of and experience in working with vulnerable populations
- Knowledge of and experience with First Nations, non-status and Métis cultures and issues
- Knowledge of community resources
- Experience in interagency and interdisciplinary approaches
- Knowledge of child development and healthy parenting
- Knowledge of Child and Family Services Act, child protection protocols and procedures

CURRENT LOCATION:	Prince Albert – Gateway Mall <i>(with the understanding that you are employed by the Saskatchewan Rivers Public School Division)</i>
POSTING DATE:	December 9, 2024
CLOSING DATE:	Applications will be accepted on an on-going basis
HOURS OF WORK:	37.5 hours/week
START DATE:	February 2025, or as mutually agreed upon
SALARY:	Commensurate with education and experience

Inquiries about this position should be directed to Garette Tebay, Superintendent of Schools,
gtebay@srsd119.ca or call 306-764-1571.

Applications can be submitted to:

Human Resources
Saskatchewan Rivers Public School Division
545 – 11th Street East • Prince Albert, Saskatchewan • S6V 1B1
Fax: 306-763-4460
hr@srsd119.ca

Please follow the application procedure as outlined on our website at https://www.srsd119.ca/?page_id=4999

Only shortlisted applicants will be contacted.

Saskatchewan Rivers Public School Division is an equal opportunity employer. We are committed to creating an inclusive workplace and having a workforce representative of the diverse communities we serve. We welcome diversity and encourage applications from all qualified individuals.