



Knowles Centre Inc.

Helping Individuals Find Their Path: Yesterday, Today, and Tomorrow

Treatment Foster Care (TFC) And Supported Advancement to Independent Living (SAIL) Full-Time Permanent Program Assistant (PA)

Knowles Centre is seeking a full-time permanent program assistant (PA) for their Treatment Foster Care and SAIL programs. The Program Assistant will be primarily responsible for the respite/support component of the TFC program. Individuals who provide respite/support for our treatment foster parents offer an invaluable service to support care providers in caring for children/youth with a variety of developmental, emotional, behavioral, and attachment-based issues and needs. The program assistant will also be responsible for basic accounting and various administrative and other responsibilities in both programs.

The PA will be responsible for processing all respite/support applications, screening applicants, conducting reference checks, completing physical checks of prospective respite homes, completing SAFE Home Studies, processing claim forms, delivering a respite orientation, updating all checks for annual foster license reviews, and maintaining the data base, data entry and fulfilling other general program administrative duties for both programs. The ideal candidate should have:

- 1) A minimum of 2 years administrative experience, preferably working within a foster care program or social service agency;
- 2) 2 years experience working within a social service agency;
- 3) Demonstrated ability to effectively establish and maintain positive working relationships; be reliable, organized, able to work independently; demonstrate initiative; ability to remain calm and professional under pressure;
- 4) Excellent communication and interpersonal skills (i.e. warm, clear, friendly, assertive);
- 5) Ability to effectively address issues and problem-solve in a collaborative, solution-oriented manner, and
- 6) Proficient in Excel, Word, and Access, etc.

Grade 12 along with an administrative certificate and a minimum of two years of administrative experience and/or 2 years of work experience working within a social service agency is/are preferred. The successful applicant will have clear Criminal Record, Child Abuse Registry, and Prior Contact Checks and possess a valid driver's license and a vehicle.

The PA will enjoy a private office on a scenic campus with free parking. The PA will enjoy an enthusiastic team environment and excellent staff morale with opportunities to creatively contribute to the overall development of the program. They will receive regular supervision with the Program Coordinator. Knowles Centre offers a competitive salary and benefit package. This position is an excellent opportunity for the right candidate. Aboriginal candidates are strongly encouraged to apply.

Knowles Centre is committed to providing a safe environment for children and youth. All applicants will be thoroughly screened using background checks and a review process.

All applicants are required to complete an employment application form. Please refer to our web site https://www.knowlescentre.org/wcm-docs/docs/careers/employment_application.pdf.

Please send resume by Thursday, September 5, 2019 at 4:00 p.m. to:

Program Director, Treatment Foster Care Program

Knowles Centre Inc.

2065 Henderson Highway

Winnipeg, Manitoba R2G 1P7

Or e-mail: amckenzie@knowlescentre.org

Aboriginal candidates are strongly encouraged to apply.

We thank all applicants who apply, however, only those applicants selected for an interview will be contacted.