



Employment Opportunity

Punjabi Community Health Services

<p>Job Title: Manager-Mental Health & Addiction Programs</p>	<p>Date Posted: December 31, 2024</p>	<p>Report to: Chief Executive Officer</p>
<p>Job Posting#M-MHA-31/2024-25 (internal and external)</p>	<p>Date Closed: Open till filled</p>	<p>Position Type: Full-Time</p>

About Organization:

Punjabi Community Health Services (PCHS) is a pioneer community-based, not-for-profit charitable organization. For 34 years, PCHS has been fulfilling the needs of diverse populations by providing services in addictions, mental health, geriatrics, health promotion, domestic violence, parenting, settlement, and services for women, children, and youth. PCHS has several research studies to its credit and is recognized as an innovative organization for community development, as well as its Integrated Holistic Service Delivery Model. PCHS is accredited. PCHS is a 2SLGBTQ-sensitive organization.

Why Work at PCHS:

- 3 weeks' paid Vacation to start; 4 and 5 weeks after 3 and 4 years of continuous service (pro-rated)
- 7 days of paid Personal Time on a pro-rated basis
- Comprehensive Benefits package (including coverage towards fitness memberships and winter tires)
- Employee Assistance and Family Assistance Plan
- Various employer-paid training programs and professional development opportunities
- Develop and network through robust community and partner events
- Mileage reimbursement as applicable
- Free on-site parking
- Hybrid work model (conditional on the nature of services and funding agreements)
- Opportunity to lead impactful programs that directly benefit the South Asian community.

About Position:

PCHS is seeking a passionate and experienced Manager of Mental Health and Addiction Programs to lead, innovate, and enhance our MHA services. The successful candidate will oversee program delivery, lead a multidisciplinary team, and ensure alignment with PCHS' vision, mission, and values. The Manager will also play a key role in collaborating with community agencies and ensuring services are accessible, impactful, and culturally responsive.

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Qualifications, Experience and Skills:

- Bachelor's degree in social work, Psychology, Health Administration, or a related field.
- Minimum of 5 years of experience in mental health and addiction program management or a related leadership role.
- Demonstrated understanding of culturally responsive care, particularly within the South Asian community.
- Proven ability to lead and motivate multidisciplinary teams.
- Strong knowledge of relevant legislation, policies, and best practices in mental health and addiction services.
- Exceptional communication, organizational, and analytical skills.
- The ability to work with stakeholders of diverse cultural and social backgrounds is necessary
- Ability to work collaboratively and in partnership with other agencies in the community.
- Consistent commitment to professional development and capacity-building.
- Demonstrated ability to use computer programs
- Strong interpersonal skills, with the ability to work independently and within teams.
- Ability to communicate effectively (written and verbal), including presentation skills.
- Excellent working skills in MS Word, Excel, PowerPoint, internet and email.
- Familiarity with Cloud technology and SharePoint will be an asset.

Requirements:

- Must possess a valid Ontario Driver's License, have regular access to a reliable vehicle, and provide proof of adequate vehicle insurance
- A satisfactory current Vulnerable Sector Screening (Criminal Record Check) report
- Current CPR and First-Aid certification
- Vaccines (COVID-19 and others) are encouraged.

Key Responsibilities:

- Provide strategic leadership and oversight for MHA programs, ensuring high-quality service delivery.
- Identify and implement innovative practices to enhance program outcomes and client satisfaction.
- Develop and maintain program policies, procedures, and operational guidelines in line with organizational goals and funder requirements.
- Supervise, mentor, and support a multidisciplinary team of clinicians, case managers, and peer support staff.
- Foster a collaborative and inclusive work environment to drive professional growth and team cohesion.
- Conduct performance evaluations and facilitate ongoing training opportunities.
- Collaborate with clients, families, and stakeholders to tailor services that empower individuals



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on their journey to recovery.

- Monitor program performance through data collection and analysis.
- Prepare and submit reports to funders and internal stakeholders, ensuring compliance with funding agreements and regulatory standards.
- Build and maintain strong relationships with community organizations, health service providers, and funders.
- Represent PCHS in external meetings, conferences, and networking events to promote MHA programs and partnerships.
- Fulfill additional responsibilities as assigned.

Hours: Full-time, 37.5 hours per week (Some evenings, weekends, and shift work may be required)

Position to commence: January 2025

Annual Salary Range: \$70,000.00 to \$75,000.00

Please submit your resume to the Hiring Committee at hr@pchs4u.com

Please add **Job Posting#M-MHA-31/2024-25** the email subject line, cover letter and resume.

PCHS offers an attractive and rewarding work environment. We appreciate all applicants' interest, but only those under consideration will be contacted for an interview.

PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, 2SLGBTQ, and persons with disabilities, among other self-identified diverse groups. We also provide accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources at hr@pchs4u.com