

## **JOB POSTING**

### **Men's/Addiction Services Director (Full-time)**

Mission Services of Hamilton, Inc. is a Christian, non-profit, charitable organization whose purpose is to serve men, women and children in the greater Hamilton area in response to basic human needs and to support them in reaching their potential thereby fulfilling God's call to act justly, to show mercy and to offer hope. We currently are seeking to fill the position of Director of Men's/Addiction Services. If you are an energetic and experienced leader, who shares our vision to help disadvantage and marginalized men in our community, and if you have the proper qualifications, we invite you to apply for this position.

#### **KEY RESPONSIBILITIES:**

1. Ensure the effective, efficient daily operation of the programs within the general policies and guidelines of Mission Services and in consultation with the Associate Director of Programs.
2. Seek new program and funding development in cooperation with Director of Development.
3. Participate in direct service to clients, including some case management.
4. Assess, plan and forecast needs and recommend program budget.
5. Control purchasing and expenses and monitor the approved budget in consultation with the Executive Director.
6. Ensure the keeping of systematic records and provide reports as required.
7. Participate in program review and planning.
8. Responsible for staff orientation and supervision; development of program policies and procedures, and participate in staff training and performance appraisals with the Associate Director of Programs.
9. Integrate staff, volunteers and student placements into a comprehensive human resource plan.
10. Represent the program in the community in consultation with the Associate Director of Programs.
11. Ensure Mission Services workplace health and safety policies and procedures are followed at all times; conduct planned and unplanned inspections of the workplace; conduct accident investigations; monitor all health and safety reports and act to reduce workplace hazards. Enforce health and safety rules and procedures for staff under their employ. Take every precaution reasonable in the circumstances for the protection of staff. Ensure all staff attends required safety training.

#### **QUALIFICATIONS:**

1. Post-secondary diploma or degree in human or social services.
2. Post-secondary management training or related experience.
3. Minimum 3 years related experience, 4-6 years preferred.
4. Knowledge and/or understanding of addiction issues.
5. Knowledge and/or understanding of life skills.
6. Excellent organizational, supervisory and interpersonal skills.
7. Confident decision-maker and enthusiastic team player.
8. Demonstrated understanding of community issues generally and program issues specifically.
9. Committed to uphold the organization's mission, values and standards.

***Only those selected for an interview will be contacted, no phone calls please. Applications will be reviewed until  
January 29, 2010. Please submit a résumé with cover letter to:***

***Human Resources***

***Mission Services of Hamilton, Inc., P.O. Box 368, Hamilton ON L8L 7W2***

***e-mail to [vhenschel@mission-services.com](mailto:vhenschel@mission-services.com)***