



First Nations Addictions and Mental Health Diploma Program Manager – On-Campus

POSITION SUMMARY:

The Program Manager of the First Nations Addictions and Mental Health Diploma Program is responsible for overseeing the administration and management of the program. The Program Manager reports directly to the Director of Yellowquill University College.

TERMS OF REFERENCE:

The Program Manager for the First Nations Addictions and Mental Health Diploma program will ensure students are fully prepared to work in the field of addictions and mental health. The program is a unique, culturally-based program dealing with the current issues surrounding addictions and mental health in the First Nations population. The program format will be a full-time modular format including lectures, small group learning, case studies, class discussions and presentations, volunteer opportunities, field trips, land-based learning, appropriate textbooks, and a practicum/field placement.

DUTIES & RESPONSIBILITIES:

- Oversee the management and administration of the FNAMH diploma program
- Ensure instructor assignments coincide with the expertise and skill level required
- Ensure curriculum is in accordance with adult principles and college standards and in accordance with provincial standards where necessary
- Create instructional timetables
- Assist with the development and modifications of any course descriptions, using the required template, for each course taught
- Assist with the ordering of texts, resource, reference materials, and supplies as required for all classes taught in consultation with instructional staff
- Maintain an inventory of all instructional materials and equipment for classroom and office
- Assist in providing information on college programs in the promotion of the college at career events
- Prepare and provide a program report as required including statistical information
- Participate in professional development activities related to the program and institution
- Assist with registering students and provide advice on course selections as required

- Establish and maintain effective working relationships with administration, staff, and representatives of a wide variety of organizations and groups
- Plan and organize orientation sessions for students
- Respond to queries from prospective and registered students
- Maintain regular communication with all students
- Direct students to appropriate resources and supports when needed
- Attend and participate in all YQUC staff meetings and school events
- Submit mid-term marks, final marks, attendance reports, and other reports as required to Student Records at regular intervals or at the end of terms
- Assist with program preparation for accreditation
- Provide and perform other duties as may be assigned

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Strong verbal, written, presentation, and interpersonal communication skills
- Proficiency with MS Office software (Word, Excel, Outlook, PowerPoint, MS Teams)
- Ability to develop original and appropriate documents
- Ability to write and orally communicate clear instructions
- Ability to analyse and solve problems
- Ability to work efficiently as part of a team as well as independently
- Superior organizational, time management, and prioritizing skills
- Attention to detail in all areas of work
- Ability to work independently with minimal supervision
- Valid Class 5 Manitoba driver’s license and reliable vehicle

QUALIFICATIONS:

- Bachelor’s degree in Social Work and/or Education or a related discipline
- Relevant experience in administration and management
- Experience working in adult education with Indigenous students
- Experience working in an educational institute would be an asset

CONDITIONS OF EMPLOYMENT

- Valid Manitoba Drivers License and access to a reliable vehicle
- Ability to work overtime and travel when required
- Salary will be based on a combination of education and experience

Applications with a covering letter and two letters of reference can be emailed or faxed to:

D. Beauchamp, Interim Director
dbeauchamp@yellowquill.org
 Fax: (204) 953-2810

Application deadline: Friday, October 6, 2023