



**Job Posting: Program Manager, Operations
Community Outreach Programs in Addictions (COPA)**

Full-time Permanent Position

COPA Vision:

Through its long standing tradition of excellence in evidence-based treatment, case management and research, COPA will improve the quality of life for older adults with addictions, concurrent disorders and problem gambling issues.

COPA Mission:

COPA is a community organization providing holistic, innovative and non-judgmental addictions, concurrent disorder and problem gambling service to older persons and the community focusing on our three pillars:

- Outreach – responsive service to clients in the community, in their own homes, shelters, boarding homes, long term care homes or on the street
- Harm Reduction - it is not necessary for clients to acknowledge addiction problems or reach complete abstinence in order for meaningful change to take place
- Independence – focus on empowerment, self-determination and the best possible quality of life

COPA Organization Description:

COPA has been providing services for older adults looking for help with addictions and other issues for approximately 25 years. Many of our clients have concurrent disorders (substance abuse and mental health issues) as well as issues related to ageing and marginalization.

The cornerstone of our service is outreach, we go to our clients. Our trained COPA Outreach workers provide:

- initial assessment, treatment (addictions/concurrent disorder and problem gambling),
- case management, and
- see their clients in the community, whether they are living in a house, apartment, shelter, boarding home or even on the street.

Our Geriatric Mental Health Crisis Outreach to Long Term Care Homes provides assessment and consultation by a Geriatric Addiction Specialist to individual residents and staff education on addictions and mental health issues and is available in all 85 of Toronto's Long Term Care Homes.

COPA also provides service to family members, caregivers and others concerned that help may be needed.

COPA has a long and successful history of working with other agencies, organizations and services and is currently involved in number of exciting new partnerships and projects. These include providing intensive case management and addictions/concurrent disorders in supportive housing settings and through a crisis response for older adults program.

Main Responsibilities of Program Manager:

Clinical:

- Clinical Supervision of staff providing frontline geriatric addictions treatment and case management
- Maintain a partial caseload of central and ambulatory clients

Administration:

- Working with the with Finance and Admin Coordinator train, monitor and audit electronic case record
- Working with the with Finance and Admin Coordinator, train, monitor and audit databases (Catalyst, CDS):
- Provide support to Executive Director and COPA Board as required

Staff Supervision

- Provide ongoing supervision to staff in office and at their program locations
- Complete and monitor staff performance development plans, vacation, sick days and recommend merit increases

Program Development & Coordination:

- Coordination and management of the volunteer and student placement program
- Review and develop administrative and clinical policies and procedures for the organization
- Participate in Working Groups & Committees related to frontline service provision

Qualifications:

- A minimum graduate degree in related field or equivalent experience.
- 5 yrs experience working with older adults with concurrent disorders/addictions issues
- 5 yrs experience supervising staff
- Experience working with Catalyst, CDS and electronic case records
- Experience participating in working groups, and/or advisory committees
- Stakeholder management experience
- Experience with grant proposal submission and reporting process
- Research experience
- Proven history of working in multidisciplinary teams including the health and social services sectors
- Understanding of the challenges for older adults living in poverty and marginalization
- Excellent verbal and written communications skills
- Strong computer proficiency
- Ability to work independently and be resourceful

Salary:

- \$54,500 to \$65,000

Interested candidates: please send your resume and cover letter preferably by email to:

Kate Hamilton, Finance and Administrative Coordinator
Community Outreach Programs in Addictions (COPA)
200 - 49 Bathurst St., Toronto, ON, M5V 2P2
k_hamilton@copacommunity.ca

Applications accepted until: January 27th, 2012