

**JOB POSTING #2025-19-04**

**INTERNAL/EXTERNAL**

**Abbotsford Addictions Centre (AAC)**

**AAC Program Supervisor**

**Wage: \$43.00 to \$47.00 per hour**

**Part Time: 19 hours per week, Monday to Friday**

**Permanent**

**Provide Leadership and Oversight of the Day-to-Day Operations  
of the Abbotsford Addictions Centre**

**Join the team at Archway**

**Come Help Us Help People**

**Location: Abbotsford**

**On Site**

**Job Summary:**

Oversees the day-to-day operations and development of the Abbotsford Addictions Centre. Provides clinical supervision, leadership, and team support to staff in the planning, coordination, and administration of the program prevention and treatment services for clients affected by alcohol and drugs. Ensures that services to clients meet agency standards. All activities are carried out according to agency policy, best practices, and BCGEU standards. Advocates for services for clients based on identified gaps.

This position works with a unionized team but is not a union position.

**Your Role:**

Archway's Program Supervisor with the Abbotsford Addictions Centre contributes by:

- Providing support, leadership, direction, and supervision to staff using a variety of techniques including coaching, training, skill development, discipline, and attendance management.
- Evaluating the performance of staff and providing feedback.
- Managing and following the hiring process for all new hires.
- Conducting regularly scheduled meetings with staff to provide ongoing support and problem resolution.
- Providing leadership in the planning, coordination, and administration of the program prevention and treatment services for clients affected by alcohol and drugs.
- Ensuring that appropriate systems are in place to support and maintain the programs.
- Responding in the first step of staff or client complaints or grievances.
- Ensuring that program and client files are maintained according to clinical and agency standards, especially regarding client input and confidentiality.
- Monitoring the effectiveness and efficiency of program services and providing timely reports to the agency, funders, and community.
- Facilitating group sessions and seeing individual clients to remain current as a practitioner.

- Ensuring ethical services are provided. Implementing risk mitigation strategies for clients, staff, and the agency.
- Advocating for services to fill identified gaps in program delivery.
- Managing the program budget; supervising expenditures within existing budget allowances and makes budget recommendations to the Director.
- Monitoring Income and Financial Statements and General Ledgers on an ongoing basis ensuring program performance is consistent with budgeted expectations, taking corrective actions where necessary.
- Writing grants and funding proposals for local, provincial, and federal government, as well as for various programs that fall under the role's larger scope.

This position is a great fit for someone who has demonstrated leadership skills, has experience in effectively managing a budget, has experience in supervising staff, has clinical counselling experience, and has an understanding of working within a union environment.

### **Our Offer**

- Wage: \$43.00 to \$47.00 per hour
- A part-time position at 19 hours per week, availability Mondays to Fridays, from 8:30 AM to 5:00 PM. Flexibility may be required to facilitate one evening group per week.
- Permanent
- Benefits include:
  - Three weeks' pro-rated vacation.
  - Three pro-rated wellness days per year.
  - Pro-rated sick leave days per year.
  - Opportunity to exchange a statutory holiday for a cultural day celebration.
  - A great benefits plan including extended health and dental; you choose your plan.
  - Employee and Family Assistance Program.
  - Access to online wellness resources including newsletters, physical health videos and wellness events.
  - Free use of Archway's wellness equipment.
  - Great in-house training opportunities.
  - Free professional development opportunities.
  - Participation in Archway's Community of Practice.
  - Rewarding work in a positive and supportive environment.
  - Work/Life balance.

### **Getting an Interview – you will be considered if you have:**

- Master's degree in counselling or in a related field.
- Registration with a clinical counselling professional association is required.
- Health promotion education background is an asset.
- Minimum of two years' experience in clinical supervision.
- Experience supervising staff. Supervision in a union environment is an asset.
- Five years counselling experience, with at least two years in addiction counselling and trauma work.
- Experience in health promotion is an asset.

## **The Job Requires you to have:**

- A valid BC driver's license and a satisfactory driver's abstract.
- Knowledge of licensing standards and how to apply and implement standards.
- Well-developed solution-based thinking, critical thinking, and problem-solving skills.
- Good time and general management skills.
- Ability to work with a variety of people in different organizations and different roles; hearing others' perspectives and allowing others to have a voice.
- Supervisory skills including hiring, training, performance management, and coaching.
- Strong counselling skills and familiarity with a variety of techniques.
- Case management, conflict resolution, and mediation skills.
- Knowledge of budgeting, budget management, and billing.
- Strong relationship and team-building skills.
- Well-developed facilitation skills and ability to present information in appropriate ways to different audiences.
- Ability to function independently and work under pressure while managing multiple concurrent projects and deadlines, including effectively managing emergency situations.
- Moderate level of physical health and fitness to be able to effectively perform the duties of the position.
- The ability to drive clients to appointments, if required.
- The ability to work some evenings if required.
- The ability to supervise a unionized team.
- A satisfactory Criminal Records Check is a condition of employment.

**Closing date is August 13, 2025.**

### **TO APPLY**

Interested applicants are to reference **Posting #2025-19-04 in the subject line.**

Please submit your cover letter and resume online only to:

Email: [jobpostings@archway.ca](mailto:jobpostings@archway.ca)

Subject: Job Posting #2025-19-04

**No phone calls please. Only short-listed applicants will be contacted.**

**Must be legally entitled to work in Canada.**

**This position is open to all applicants.**

Your resume may also be forwarded to other Programs for their consideration for their job vacancies. If you do not wish for your application to be shared with other Programs, please send an e-mail to [jobpostings@archway.ca](mailto:jobpostings@archway.ca) with **DO NOT FORWARD TO OTHER PROGRAMS**, in the subject line of the e-mail and the job reference number to which you applied, in the body of the e-mail.

*Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.*

*We acknowledge that we gather on the traditional and unceded territory of the Stó:lō people. Stó:lō territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation. We give them thanks for sharing their land and resources with us.*

*We invest in the mental health and wellbeing of our employees.*