



# Stella's Circle

Creating Community Together

## **Program Manager Emmanuel House**

### About Us

Award-winning. Inspiring. Values-driven. Entrepreneurial spirit. These are some of the words that describe Stella's Circle, a leading social justice organization that works with over 1,500 people each year, championing growth and transformation through housing, mental health, and employment.

### The Position

The Program Manager is responsible for overseeing the planning, development and delivery of a high quality, professional, effective and accountable community-based residential program for mental health and addictions. As a collaborative member of the Management Team within Stella's Circle, the Program Manager plays an important leadership role within the organization.

### What You'll Do

- Manages the programming, policy development and administrative functions of Emmanuel House.
- Provides consultation regarding services and supports offered to program participants to ensure program effectiveness.
- Evaluates the effectiveness of the program through clinical supervision, participant feedback and program delivery assessment.
- Works with a unionized environment to ensure the collective agreement is followed.
- Supports the program, and Stella's Circle, in actioning relevant tasks under the Strategic Plan (2025-2030).
- Ensures compliance with contract and reporting requirements under Correctional Services Canada.
- Manages financial expenditures and ensures adherence to the program budget.
- Develops program related policies and procedures and ensures adherence to organizational policies and procedures.
- Works with the Human Resources Specialist to recruit, screen and hire new staff.

- Ensures the provision of thorough orientation of all new staff.
- Provides ongoing supervision of staff through clinical supervision as well as mid-year and annual performance reviews.
- Identifies and arranges relevant staff development and training.
- Manages staff leave and ensures staff are scheduled based on program needs.
- Manages the process of covering shifts and ensures program is staffed appropriately.
- Facilitates team meetings and provides leadership and feedback to the staff.
- Completes reports for government funders and community partners as required.
- Ensures necessary repairs and maintenance of the physical building are addressed.

## What You'll Bring

- Post-Secondary Degree in social sciences field such as social work, psychology, nursing etc. (Graduate Degree would be an asset).
- Must be registered with appropriate governing body (if applicable) such as the Newfoundland and Labrador College of Social Workers.
- Minimum of 7 years of experience in a mental health and addictions setting.
- Minimum of 5 years of supervisory and program development experience.
- Equivalent combination of education, training and experience will be considered.
- Extensive knowledge and experience in such areas as complex mental health issues, addictions, trauma, conflict resolution and crisis intervention.
- Strong supervisory/management skills.
- Criminal Record Check with Vulnerable Sector Check.
- Reliability Status with the Public Services and Procurement Canada.
- Valid driver's license required and access to a reliable vehicle.

## The Details

This is a full-time contract position for 1 year, with possibility for extension. The salary for this position is \$84,712.47 - \$91,639.19. We offer 15 statutory holidays per year, along with summer hours which includes an additional half hour off each day as operational needs permit. Stella's Circle offers health and dental, long term disability insurance, life insurance, matching RRSP plan, sick leave, personal leave, management leave, birthday leave and starting vacation of three weeks per year.

## How to Apply

Please send your cover letter and resume by Tuesday, December 9<sup>th</sup>, 2025 to:

**Michelle Moores**

Human Resources Specialist

Stella's Circle

Email: [recruitment@StellasCircle.ca](mailto:recruitment@StellasCircle.ca)

## About Stella's Circle

Stella's Circle is a nationally celebrated charitable organization with a mission to champion growth and transformation through housing, mental health, and employment services. Our wrap-around programs are rooted in self-determination, recovery, and inclusion. Our vision is a home, a purpose, a community, and social justice for all. Learn more at [StellasCircle.ca](https://StellasCircle.ca).

Stella's Circle is proud to be an equal opportunity employer that embraces diversity. We are committed to creating an inclusive environment for all individuals and ensuring full and equal participation for each individual in our community. We treat all people with respect and dignity, and recognize their rights, opinions, experience, knowledge, and competence. Stella's Circle encourages applications from people of colour, people of diverse sexual orientations and gender identities, Indigenous Peoples, those with physical and mental illness and/or challenges, and those who face any systemic barrier.

