



Career Opportunity

Job Title: Manager
Organization: Society for the Involvement of Good Neighbours (SIGN) See www.signyorkton.ca
Yorkton SK Canada
Program: Family Support Program
Hours: 35 hours per week
Location: Yorkton SK and Area
Start Date: March 30, 2026

SIGN is looking for an experienced, highly motivated, resourceful and knowledgeable individual, who would be responsible for the overall management and operations of the Family Support Program, including policy and procedure implementation; supporting and managing the staff requirements; assisting the Case Management Coordinator and the Administrative Assistant; completing reports and paperwork requirements of the position; ensuring contract compliance.

Why work for SIGN?

- Work/life balance; Paid day off once a month;
- Health and dental plan (excluding LTD)

Expectations:

- Work cooperatively with Ministry of Social Services and other community agencies;
- Excellent time management skills;
- A high level of integrity and work ethic and confidentiality;
- Good communication skills, both oral and written;
- Sound analytical thinking, planning, prioritization, and execution skills;
- Effective leadership skills, with a strong focus on mentoring and motivation of employees;
- High level of understanding of the case management requirements and front line needs;
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills;
- Ability to remain calm and poised in urgent situations;
- Sound understanding of family centered and strength-based services;
- Sound knowledge of trauma, child maltreatment, family dynamics and stressors.

Qualifications and experience:

- A Human Service Certificate, Diploma or Degree or an equivalent combination of work experience and education;
- A minimum of two to three years' experience in a management role and supervising and coaching employee development;
- Experience in social assistance, program implementation, case management, documentation and file maintenance;
- A recent (6 months or less), clear Criminal Record Check and Vulnerable Sector Check;
- Certifications and licensing with appropriate regulatory bodies as required;
- Valid driver's license and access to a personal motor vehicle.

Send resumes with covering letter and at least three references to:

Hanli Leonard, Program Manager
345 Broadway St. West
Yorkton SK S3N 0N8
Fax: 306-783-9426
Email: h.leonard@signyorkton.ca

Applications close at 5 pm on Friday, February 20, 2026.

Only those short-listed for interviews will be contacted. We thank all those who apply for their interest.