

EXTERNAL JOB POSTING: SUPERVISOR, DAY OPTIONS

CLASSIFICATION: Supervisor
PROGRAM AREA: Day Options (Wawanosh, Confed; Community)
EMPLOYMENT CATEGORY: Full-time Employee
CLOSING DATE: November 25, 2019 by 4:30 p.m.

POSITION SUMMARY: Reporting to the Director, Community Employment & Day Options, the Supervisor will oversee, manage and supervise assigned support services/options which provide individually-focused center and/or community-based participation opportunities for adults who have developmental / intellectual disabilities and who may also have expressive behaviors, physical or sensory challenges and/or medical or attendant care needs. Note: This is also a “working” Supervisory role, enabling/requiring the successful candidate to perform “hands-on” shift duties as required.

JOB DUTIES, SKILLS, ABILITIES & QUALIFICATIONS, ETC.:

- Hire, direct, orientate, supervise and schedule support staff.
- Promote positive, pro-active environments to enable personal growth, development and well-being among and for both participants and support staff.
- Organize workflow and ensure that employees understand their duties or delegated tasks.
- Set goals for performance and monitor employee productivity by providing constructive feedback and coaching in ways that comply with company’s plans and vision.
- Resolve personnel problems by analyzing data; investigating issues; identifying solutions; initiating and fostering a spirit of cooperation within and between program areas or sites; recommending action; and serving as a link between subordinates and upper management.
- Develop, promote and direct creative options/programs that are desired by participants and their families.
- Maintain quality of service by establishing and enforcing organizational and participant service standards; (QAM); analyzing and resolving problems; identifying trends / needs; recommending improvements.
- Promote, ensure and provide personalized supports, support plans and services for participants.
- Ensure comprehensive communications among service participants, their families and caregivers, other support options within CLSL, associated professionals, specialists and consultants and service agencies.
- Assist in developing, implementing and controlling site-specific budgets and accountability systems
- Thorough and consistent completion, submission and follow up of data collection, documentation and record maintenance to ensure all CLSL, legislative and regulatory requirements.
- Effectively interpret & ensure compliance with both CLSL policies and procedures, and respective government legislation and regulatory requirements (e.g., Quality Assurance Measures, OHSA, Risk Management, etc.).
- Ensure compliance with CLSL’s Collective Agreement with its CUPE local.
- Ensure the safety, well-being, respect, independence, privacy, security of participants and personal property.

PROFESSIONAL APTITUDES AND ABILITIES REQUIRED:

- Demonstrated leadership, management and interpersonal skills necessary
- Demonstrated experience and expertise in conflict resolution and mediation
- Demonstrated creative thinking, problem solving and decision-making skills
- Demonstrated excellence in collaboration and teamwork skills
- Demonstrated ability to model, teach, encourage and support individuals to achieve their personal potentials
- Demonstrated resilience in performing and prioritizing intense job demands
- Knowledge and experience using Microsoft Office and the ability to learn new software quickly as necessary
- Demonstrated excellence in verbal and written communication necessary
- Flexibility and willingness to work varying hours as necessary
- Being a positive ambassador of CLSL and within the community
- Demonstrated understanding of, adherence to and valuing of CLSL policies, procedures, performance standards and reporting requirements
- Declaration that one has the physical and psychological capacity to fully and competently perform the above duties

EDUCATION AND EXPERIENCE:

- Minimum 2-year Post-Secondary Education in Developmental or Human Services REQUIRED. (Candidates who do not meet this minimum standard will not be considered)
- Minimum 3-5 years’ experience in various support settings with proven leadership ability REQUIRED
- Previous experience in a supervisory capacity an asset.
- Experience in the management of Collective Agreement an asset
- Strong background in Individual Support Planning REQUIRED
- Current First Aid, CPR and CPI Certification
- Current “G” license and use of a reliable vehicle

COMPENSATION:

Starting Wages: To be discussed
Hours of Work: 40 hours/week

Submit Resume to: Community Living Sarnia-Lambton
c/o Shelby Pitts, Human Resource Assistant
551 Exmouth Street, Suite 202, Sarnia, ON, N7T 5P6
Email: resumes@communitylivingsarnia.org