

JOB POSTING: COMMUNITY SUPPORT SUPERVISOR

Community Living Kincardine & District requires a full-time Community Support Supervisor, Residential.

Our Mission

In collaboration with stakeholders, CLKD promotes and facilitates the full participation of people to lead enriched and meaningful lives.

Our Vision

An inclusive, caring community.

Job Summary

Reporting to the Executive Director, the **Community Support Supervisor, Residential** will be part of the Management Team and work collaboratively to create organizational goals, vision and strategies for the future of the agency.

The Community Support Supervisor will lead the day to day service delivery of the residential program, while ensuring compliance with Quality Assurance Measures (QAM) and the Agency's Mission, Vision and Values. This position will be responsible to supervise the creation and maintenance of services and supports to individuals living in the CLKD residential homes, to achieve their personal goals and attain inclusion as a valued member of the community.

Leading a team of community support workers within the residential program, the Supervisor is responsible to train, motivate and manage direct reports and to provide support and coordinate training and management efforts within the management team and with other service and support teams in the Agency.

What CLKD Can Offer You:

- Enjoying purpose in your work and belonging to an agency that actively makes a difference in peoples' quality of life and the community
- Competitive salary and generous vacation allowance
- Group RRSP employer contribution
- Comprehensive Benefit Package
- Flexible work environments
- Exploration of your own unique core gift and how you share it with others
- Working in a small, rural association that values innovation and person directed practices

Responsibilities & Duties:

- Ensure that the mission, vision and principles of the agency are communicated and evident in all activities
- Be an active member on CLKD's Management Team
- Manage the day to day operations of residential support services including coaching a team of support workers and set clear and consistent expectations regarding quality of service
- Provide leadership to your staff team, facilitating team meetings and group discussions
- Maintain staff work schedules, employee time cards, time off requests and ensure vacant shifts have been filled

- Provide support and direction to staff in the development and implementation of Individual Support Plans (ISPs)
- Ensure compliance in all service areas as required

Knowledge and Skills

- Demonstrated ability to provide leadership, coaching, support and direction to front line staff
- Knowledge of principles, methods, practices and legislation related to social services such as Ministry of Children, Community and Social Services (MCCSS), and relevant Government Legislation, including Health & Safety
- Strong analytical and problem-solving skills, conflict resolution skills, with proven ability to make good judgement calls under pressure and in a dynamic environment
- Knowledge and experience with service planning, program expenditure control and financial accountability
- Proven ability to work independently as well as effectively within a team. Must display strong interpersonal and relationship management skills.
- Self-starter/ ability to take initiative and manage own work in a fast-paced environment
- Strong organizational skills and procedural knowledge with good documentation skills
- Superior written and verbal communication skills

Education and Qualifications

- Developmental Service Worker (DSW) Diploma or comparable Social Services Diploma or Degree.
- Minimum three (3) years of practical work experience and specific training or other formal preparation for the responsibilities associated with the supervision of personnel, in a unionized environment
- Strong working knowledge of computers and databases
- Demonstrated proficiency with the Microsoft Office Suite of products, Internet and email
- Must have access to a reliable vehicle, \$1 million personal vehicle liability insurance and a valid G class Driver's License

Hours of Work: 35 hours per week with a flexible work schedule

How Do I Apply?

Interested applicants are asked to apply by email to:

April Numan, Administrative Assistant – Human Resources
e-mail: anuman@ckd.ca.

Please include a resume and a cover letter to tell us a little bit about yourself and why you would be a good fit for this position.

Closing Date: Wednesday July 19, 2023 at 12:00pm (noon)