

EXTERNAL JOB POSTING

Posting Date: Tues. Jan. 11/22

Community Living Grimsby, Lincoln and West Lincoln is a non-profit organization that provides meaningful and high-quality services and supports to children, youth and adults living with an intellectual disability and their families in West Niagara.

Position: Supervisor, Full-Time Permanent
Program: S.I.L. and Transitions Adult Residential Programs
Hours of Work: Forty (40) hours per week (must be flexible to work evenings and weekends; includes on-call rotation)

POSITION SUMMARY:

This position will lead a team in developing and executing the day-to-day support and the development of adults participating in the supported independent living or transitions programs. This position will also involve program objective setting, hiring and staff management, resource management and program budgets. The candidate will also be involved with staff development and quality assurance.

The ideal candidate for this position will be dynamic and self-motivated with direct experience in developing and implementing adult developmental programs. They will be energetic and have demonstrated a commitment to people living with an intellectual disability, autism, and mental health challenges. The candidate will have excellent interpersonal, communication and organizational skills; show an understanding of leadership principles and success in developing others. They must be able to work flexibly within a team structure.

JOB REQUIREMENTS:

- **Must have** a university degree or college diploma in a related field.
- Supervisory experience is an asset.
- 3-5 years' experience developing individual programs for people living with an intellectual disability.
- Demonstrated experience in liaising with other service providers and community networks.
- Have a good understanding of best practices in developmental services and the transformation agenda of the Ministry of Children, Community and Social Services.
- Experience in setting priorities, developing work/program schedules, monitoring quality and reporting on program outcomes.
- Finance and budget management experience.
- Strong computer skills and proficiency in Microsoft Office suite.
- Police clearance with vulnerable sector screening.
- A valid G driver's license and must be insurable by our agency's insurance company.
- Demonstrated organizational, communication (both verbal and written) and problem-solving skills.

CORE COMPETENCIES REQUIEMENTS:

Advocating for Others - Calculates impact of actions or words; **Collaboration** – Works to build team commitment and spirit; **Creative Problem Solving & Decision Making** – Identifies and considers options to solve a problem or issue; **Holding People Accountable** – Holds people accountable for performance; **Developing Others** – Provides in-depth coaching; **Leading Others** – Obtains resources/takes care of the team.

Interested applicants must submit a one-page profile, along with a detailed cover letter and resume.

TO: CL-GLWL c/o Human Resources Department

P.O. Box 220, Beamsville, ON L0R 1B0

E-mail hr@cl-grimsbylincoln.ca

FAX # 905-563-8887

NOTE: The agency views this role as a growth opportunity for qualified internal employees who want to enhance their skills and experience within the agency.

Resumes for this posting will be accepted up to **Friday, Jan 21 at 1:00 PM.**

Accessibility accommodations are available for the recruitment process upon request. Accommodation queries should be directed to the Human Resources Department at (905) 563-4115 Ext. 210.

We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.