Internal Job Announcement

TO / DESTINATAIRES:

Directors / Directeurs

Director of Human Resources / Directeur des Ressources humaines

Other (Specify) / Autre (préciser): Internal, MODC, Contact Point, Work in Non Profits, Charity Village

Location / Lieu: Bloor Supportive Housing Program and Meynell Congregate Care - Toronto, ON

Position / Poste: Community Support Supervisor – Full Time Permanent

Duties / Fonctions:
- Plans and implements programs designed to enhance the efficiency and safe delivery of Independent Living (IL) services to consumers with Physical Disabilities.
- Effectively manages and approves program resources, human and financial, to meet program objectives.
- Recruits, employs, trains, supervises and evaluates support service staff, within a pre-determined budget in accordance with Ministry of Health and Ontario March of Dimes approved program plans.
- Monitors and evaluates operational effectiveness and implements changes required for improvement.
- Participates as a member of IL Management Team in planning, problem resolution, quality improvement and review of service delivery performance.
- Monitors and manages annual budgets for the program and performs periodic variance analysis for review with the Regional IL Manager.
- Participates on community committees where appropriate.

Qualifications / Compétences requises:
- Bachelor's degree in Human Services program or equivalent.
- 2 – 5 years experience in the Social Services/Health Sector; experience coordinating services for people with physical disabilities highly desirable.
- Experience developing and maintaining staff schedules in a union environment.
- Community based experience working with individuals with physical disabilities.
- Demonstrated experience supervising or leading teams and training employees.
- Highly organized and excellent time management skills.
- Excellent communication skills, written and verbal; Problem solving and conflict resolution skills.
- Skill in budget preparation and fiscal management.
- Knowledge of labour relations and Health and Safety legislation.
- Knowledge of behaviour management principles.
- General understanding of computer hardware and software.

Salary Range / Échelle des salaires: TBD

Applications accepted until / Candidatures acceptées jusqu’au (mm/dd/yy): 04/27/18

Send application and resume to / Adressez votre demande d’emploi et curriculum vitae à:

Name: Laurie Labelle
Position: Office Administrator, Independent Living Services

Address (#, street/rue, suite, city/ville, province, postal code):
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As part of its commitment to Employment Equity, March of Dimes Canada encourages applications from qualified members of the four designated groups: women, aboriginal peoples, persons with disabilities, and visible minorities. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), March of Dimes Canada will provide accommodations to job applicants with disabilities throughout the recruitment process. If you require any accommodations, please notify us and we will work with you to meet your needs.