

BELIEVING, INSPIRING, ACHIEVING CAREER OPPORTUNITIES

Community Living York South is pleased to offer a leadership role for qualified applicants who are seeking opportunities for career advancement & skills enhancement within an innovative, progressive organization.

INTERNAL/EXTERNAL POSTING #23-03

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| Position: | 1 Full-time Program Manager Position—Supporting Community Participation supports |
| HOURS: | Hours must be flexible to meet the needs of the team and the people receiving support. |
| SALARY: | \$68,573.44 (plus benefits as per Association's policy) |

Community Living York South is an accredited organization that delivers excellent quality service to people who have intellectual disabilities, their families, and the community. Being a part of our team means that you will have continuous opportunities to learn and develop skills, share your interests with others and build positive, supportive working relationships with highly valued staff teams, students and volunteers. We welcome applications from exceptional, qualified candidates and look forward to meeting you.

Reporting to the Director of Operations, Community Programs and Services, as a Community Living York South Program Manager you will:

- Commit to and demonstrate the Mission, Vision and Values of Community Living York South.
- Work closely with individuals who have an intellectual disability, families and community partners for the provision of quality supports and services.
- Coordinate supports for people to attain their goals, foster relationships, maintain independence and develop skills.
- Coordinate teams to maximize support for people through innovative supports, utilizing the skills and talents of all staff, students and volunteers.
- Coordinate, oversee and ensure the implementation of programming with individuals and groups to promote cognitive and physical functioning.
- Manage the operations of multiple programs and service locations for Community Living York South including internal leadership on Quality Improvement.
- Lead and manage staff teams and provide oversight and management of programs and services to ensure they meet quality assurance measures, health and safety, funder and legislated requirements
- Provide direct support to people receiving services and to staff teams in facilitating relationships and initiatives to promote a truly inclusive and participatory community life.

- Coordinate and facilitate Individual Support Planning, documentation and achievement of personal goals and outcomes within the team.
- Exemplify professional communication and respectful, caring person centered holistic person support.
- Create and model consistent application of positive behavioural support plans; oversee data collection and adherence to plans, as appropriate.
- Schedule and participate in staff hiring, training, evaluating personnel and professional development.
- Provide responsive, motivating leadership to create participatory, outcome directed teams.
- Adhere to program budgets and support Residential Supervisors in budget management.
- Assure completion of administrative responsibilities as required by Community Living York South and the Ministry of Community and Social Services.
- Build rapport with staff colleagues, families and community representatives to create opportunities with people to realize their aspirations, form social connections and promote personal growth.
- Collaborate with team members to implement activities to meet organizational strategic directions, quality enhancement initiatives, Community Living York South policies and procedures and government legislative requirements.
- Recommend policy and program initiatives that promote self-determination, improve recognition of individual rights and support responsible and reasonable risks as chosen by people in pursuit of outcome achievement.
- Coordinate and monitor procedures and practices to ensure health and safety for all.
- Participate in the After Hours Emergency On Call rotation

Qualifications:

- Bachelor of Arts/ Psychology, Developmental Service Worker/Social Service Worker or equivalent, relevant experience.

Skills & Experience

- Previous progressive experience in management positions that includes leading staff teams and working collaboratively with individuals, families and community partners.
- Demonstrated positive experience in a collaborative team setting
- Significant experience providing individualized supports with persons with disabilities with an emphasis on promoting people's independence.
- Ability to speak fluent English and demonstrate proficient comprehension and written communication skills.
- Demonstrated ability to promote accountability in the pursuit of individual, team and organizational goals.
- Demonstrated achievements in coordinating community resources and accessing government and other resources.
- Demonstrated ability to build a supportive, cohesive team.
- Creative and responsive communication and problem solving skills.
- Demonstrated ability to adapt quickly to change, maintaining and promoting a positive attitude with self and others.
- Sensitivity and respect for diversity in all areas, including age, culture and language.
- Ability to adjust work hours to meet program needs and facilitate outcome

Skills & Experience Continued:

- Ability to support the after-hours on call emergency system
- Computer literacy
- A valid “G” class license, maintenance of an acceptable driving record, access to a reliable and insured vehicle and ability to transport people supported in your vehicle.
- Certification in CPR/First Aid & CPI or must obtain certification within 3 month period at the applicant’s expense.
- Good attendance, punctuality and flexibility as required meeting the needs of the team and the people supported.
- Any other duties as assigned.

Reporting to: Cathy Johnston, Director of Operations, Community Programs and Services
Start Date: ASAP

Please Quote Job Posting: 23-03

Please send your letter of application and current resume to: 101 Edward Avenue, Richmond Hill L4C 5E5 Fax: 905-737-3284 Attention: Sabina Khakiani or email at careers@communitylivingyorksouth.ca

Community Living York South is an equal opportunity employer. Community Living York South will provide, upon request, accommodation to the materials and processes used in the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act, Integrated Accessibility Standards Regulation.