

With respect, integrity and a deep commitment, Community Living Huntsville's mission is to provide supports and advocacy for individuals with developmental disabilities in order that each may grow to be the decision makers in their own lives at home, school, work and within the communities of North Muskoka.

Position Title: Supervisor	Organization: Community Living Huntsville
Reports To: Manager, Supports and Services	Service Area: North Muskoka

Minimum Qualification Criteria:

Academic: Degree or diploma in human services field

Work Experience: Minimum of 2 years experience in a social services environment and with experience in residential and community based programs; previous supervisory experience especially in the developmental services sector and in a unionized environment will be considered an asset.

Other: Demonstrated ability to apply leadership and supervisory principles in an ever changing environment, such as effective delegation; motivation of staff; conflict resolution and crisis management; excellent written and verbal communication skills; excellent computer and technological skills, proficiency with MS Office applications; current valid certificates in First Aid/CPR and NVC1; valid driver's license and own reliable transportation to be used in the course of employment.

Purpose of Position: To coordinate efficient and cohesive service delivery and to provide leadership and supervision for staff working in their specific area of responsibility, promoting social inclusion, community participation and natural supports. To be accountable for the performance of front line staff who work in their specific area of service.

Duties and Responsibilities: (The job duties listed hereafter are an overview of the minimum requirements of the position and do not include all of the duties inherent, included or associated with the job or with the performance of the job.)

Supervisors are responsible for, but not limited to the following;

- Monitoring programs and sites effectively in relation to quality and dignity of support being provided by staff to individuals and ensuring the changing needs of individuals are being met;
- Coaching and mentoring for the effective performance of front-line staff as necessary;
- Conducting performance appraisals of staff in a timely and professional manner;
- Problem solving and collaborating with others, both internally and externally in seeking solutions to a variety of day-to-day situational and ongoing issues;
- Ensuring the successful application of all person centred support outcomes for the individuals under their overall area of responsibility;
- Building and supporting relationships for individuals apart from front-line staff including community options, formal/informal volunteers and other natural supports;
- Applying the collective agreement in most day-to-day situations seeking assistance from their Manager or Human Resources as needed;

- Staying current and knowledgeable on trends in the DS Sector and related to the individuals supported by the Agency;
- Functioning effectively in a team environment with other Supervisors;
- Assisting with the recruiting and hiring of Agency staff;
- Scheduling and managing all staff hours of work;
- Participating in budgeting and monitoring expenditures to all assigned sites/programs, thereby ensuring the effective use of all resources assigned to their areas of responsibility;
- Being present on a regular basis in sites that they are responsible for including evenings and weekends;
- Monitoring the physical property management for their area of responsibility;
- Ensuring all legislative compliance requirements are met

Special Factors of the Job: Supervisors will be responsible, but not limited to;

- Providing coverage for other agency Supervisors in their absence,
- Working in collaboration with other Supervisors to ensure maximum use of all resources are achieved,
- Taking on additional organizational duties beyond that of their assigned areas, eg; licensing, training, planning duties and participation on various internal or external committees,
- Having a working knowledge of all relevant legislative requirements,
- Understanding and supporting organizational vision, values, direction and culture,
- Participating in and seeking out ongoing appropriate education and training sessions.
- Participating in a 24/7 emergency on call rotation with other Supervisors.

Required Competencies

- Advocating for Others
- Collaboration
- Creative Problem-Solving and Decision-Making
- Developing Others
- Holding People Accountable
- Leading Others
- Flexibility
- Self-Control
- Service Orientation
- Values and Ethics

Community Living Huntsville offers a competitive salary and benefit package.

For a detailed job description, please visit <http://www.clhuntsville.ca/get-involved/careers-volunteers/>

Persons with disabilities who need accommodation in the application process, or those needing job postings in an alternative format, please contact accordingly below.

Please forward your resume and cover letter by **November 21, 2016**

Quoting – “Supervisor November 2016”

to:

MAIL: 99 West Rd, Huntsville ON P1H 1M1 **Email:** careers@clhuntsville.ca **Fax:** 705.789.0752

We thank all who apply, however only those selected for an interview will be contacted.