



Community Living St. Marys & Area **Job Posting: Full Time Manager of Support Services**



Posted: October 19, 2022

Hours per week: 40

Closes: November 4, 2022, 4pm

Community Living St. Marys & Area requires a Manager of Support Services. Community Living St. Marys & Area is a not-for-profit charitable organization that supports approximately 60 people with developmental disabilities and their families, and has approximately 100 employees.

CLSMA is committed to people with developmental disabilities from St. Marys & Area, and providing individualized support that enables a full life in community. We believe everything starts with the person, and we honour the relationships in a person's life. The Manager of Support Services must understand the principles underlying this work and be committed to them.

Reporting to the Executive Director, the Manager of Support Services will be part of the Senior Leadership Team and works collaboratively to set agency direction, manage resources, budgets and achieve long term goals from the strategic plan.

What CLSMA 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
- Up to 5% RRSP matching program
- 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

Key Areas of Responsibility & Duties:

- Ensure that the mission, vision and principles of the agency are communicated and evident in all activities
- Manage the day to day operations of support services including coaching a team of supervisors and support workers (indirectly) and set clear and consistent expectations regarding quality of service
- Participate in the interviewing and hiring of support workers
- Work with people supported and families to develop individualized supports based on planning
- Ensure compliance in all service areas as required

Qualifications & Skills Requirements:

- Minimum 3 year College Diploma in CYW, DSW or university degree in a related field
- Minimum 3 years of relevant management/leadership experience
- Self-starter/ability to take initiative and manage own work plan in a fast paced environment
- Ability to not only adapt but to thrive in a highly active and changing work environment
- Knowledge of Ministry of Children, Community and Social Services, and relevant Government Legislation, Children's Services
- Proficiency with computer and social media skills/experience with Google Drive is an asset
- Previous experience executing major initiatives such as major change, new system implementation, or expansion of service will be considered an asset
- Excellent organizational, interpersonal and communication skills are required for this multifaceted position

How do I apply for this great opportunity?

Apply to the Hiring Committee by email: hrclsma@clstmarys.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, by the closing date listed above.**

We are an equal opportunity employer and encourage applications from candidates who have been historically disadvantaged or marginalized. We thank all applicants, however, only those selected for an interview will be contacted.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, Community Living St. Marys & Area will make every effort to accommodate applicants with disabilities in its recruitment process.