



*Community Living St. Marys & Area*



## Job Posting: Full Time Manager of Support Services

**Posted: Feb 29, 2024**

**Hours per week: 40**

**Closes: March 18, 2024**

Community Living St. Marys and Area is looking for a confident, creative Manager of Support Services to join our team. Community Living St. Marys and 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
- Exploration of your own unique core gift and how you share it with others
- Competitive salary and generous vacation allowance
- Up to 5% RRSP matching program
- Fully funded Extended Health Care Benefits, Health Spending Account, and Employee Assistance Plan.
- Work from CLSMA office in St. Marys with the possibility of working from home at times

### **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 Team Leaders and support workers (indirectly) and set clear and consistent expectations regarding quality of service.
- Participate in the interviewing and hiring of support workers.
- Works 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-start/initiative.
- An 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
- Computer and social media skills/experience with Google Drive, additional familiarity with Inclusion System/AIMS considered an asset
- Previous experience executing major initiatives such as major change, new system implementation, or expansion of service will be considered an asset
- Excellent organization and communication skills are required for this multifaceted position

## How do I apply for this great opportunity?

Apply to the Hiring Committee by email: [hrdsma@clstmarys.ca](mailto:hrdsma@clstmarys.ca). **You should 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.