



Community Living St. Marys & Area

Job Posting: Full Time Manager of Support Services

Posted: August 19, 2024

Hours per week: 40

Closes: September 13, 2024 (at noon)

Community Living St. Marys and Area is looking for a confident Manager of Support Services with strong skills in human resource management 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.
- The role will work in collaboration with senior leadership to develop, implement and monitor business processes and strategies relating to the recruitment, appointment, on-boarding, development, engagement and promotion of all staff supporting the agency.

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- 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.
 - 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 College Diploma or university degree in a related field. Preference for education in human resource management and/or an interest in obtaining HR certification.
- 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
- 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: jleslie@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.