



## *Community Living St. Marys & Area* **Job Posting-Full-Time Temporary (3-6 Month Contract)** **Manager of Support Services**

Posted: August 15, 2025

Starting Rate of Pay: \$30.17/Hour

Anticipated Start Date: September 2, 2025 Posting closes: August 22, 2025

Community Living St. Marys and Area is a dedicated, community-based agency supporting individuals with developmental disabilities to live inclusive and meaningful lives. We partner with people, families, and communities to provide services that foster independence, inclusion, and well-being.

### **The Opportunity**

We are seeking a dedicated and collaborative **Full-time Temporary (3-6 Months) Manager of Support Services** to join our leadership team. This role provides supervision, direction, and support to teams of Direct Support Professionals with the goal of empowering people supported to live fulfilling lives in their homes and communities.

This is a great opportunity for someone who is passionate about making a difference while gaining valuable leadership experience in a supportive environment that fosters learning and growth.

### **Key Responsibilities**

- Provide direct supervision, coaching, and performance management to Direct Support Professionals.
- Facilitate regular team meetings and maintain strong, positive relationships with families and community partners.
- Ensure compliance with applicable legislation, agency policies, and quality standards.
- Manage scheduling, and administrative responsibilities related to supports and services.
- Participate in the Emergency On-Call rotation as required.

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## Qualifications

- Degree/Diploma in a Human Services field or equivalent experience.
- Minimum 3 years of relevant human service experience, with preference given to those with leadership experience.
- Strong verbal and written communication skills.
- Proficiency with Microsoft Office Suite and Google Workspace; experience with AIMS and Inclusion Systems is an asset.
- Valid G driver's license, insurance, and access to a reliable vehicle.
- First Aid/CPR certification and Vulnerable Sector Check required.

## Work Environment

This role involves both office-based and community-based work, with flexibility to work from home 1–2 days per week at the discretion of the Director. Travel within the St. Marys/Stratford area is required. Some direct support may involve physical effort based on the needs of the person supported.

## Join Us

If you are a motivated leader who thrives in a collaborative environment and is committed to empowering others, we invite you to apply and grow your career with CLSMA.

## How do I apply for this great opportunity?

Apply to the Hiring Committee by email: [hrclsma@clstmarys.ca](mailto:hrclsma@clstmarys.ca) with a resume/cover letter or email of interest (internal) by the closing date 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.

*\*While transcripts are not required for the interview, they are mandatory prior to an offer of employment.*

*\*\*A Police Vulnerable Sector Check is required prior to starting employment*