



**ACCREDITED SUPPORTS TO THE COMMUNITY**

## **Support Services Coordinator**

Operating since 1974, Accredited Supports to the Community (ASC) is a not-for-profit charitable society that provides services across south central Alberta for youth and adults with developmental disabilities.

ASC has an opportunity for a **full-time Support Services Coordinator**. This is a senior management position coordinating services for adults with disabilities in the areas of community access, inclusion, social connection, home living, and life skills.

This full-time position is based on a 32-hour work week and requires a rotation of on call work for coverage on some evenings and weekends.

### **Key aspects of this role include:**

- Actively engage and mentor support staff to model behaviour aligned with the culture, values, policies, and procedures of Accredited Supports to the Community.
- Communicate and gather information effectively in a variety of settings including one-on-one with staff and in team meetings.
- Committing to providing an exceptional experience for staff and clients within a challenging and exciting human services environment by setting the example of high quality, client-focused service.
- Providing leadership, supervision, and evaluation of support staff through participation in the on-call rotation and acting in the absence of the supervising Coordinator.
- Providing coordination and oversight in specific areas such as maintaining the transportation program, and compliance with required standards such as the Accommodations and Licensing Standards, Accreditation Standards and a variety of applicable legislation.
- Supporting the coordination of service delivery through oversight of processes related to behaviour management, monitoring assistive devices, and completing client risk assessments with a person-first approach.
- Participating in human resource functions including, WCB management, scheduling and timesheet monitoring, recruitment strategies, interviews, and the onboarding of new employees.

### **The Choice candidate will have:**

- A minimum of 3 years previous leadership and supervisory experience, preferably in disability services, however, other related experience may be considered.
- Post-secondary education or experience working in the human services industry.
- Well-developed planning, directing, and coordinating skills, which includes strong skills in problem-solving, report writing, goal development, and communication.
- Experience with Microsoft Word, Excel, and Outlook.

### **ASC offers:**

- A work culture of Honour, Dignity and Respect.
- On the job training.
- An opportunity to help create quality services.
- Compensation that includes competitive salary, mileage reimbursement, and accrued vacation.
- Opportunity for further career development and training.

**Please send in your resume and the required cover letter quoting competition #CSW1502 to [hr@asc-mva.ab.ca](mailto:hr@asc-mva.ab.ca)**

**Interviews may be scheduled during the duration of this posting so apply early!**