



# Accredited Supports to the Community

## Disability Services Coordinator

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

ASC is expanding and has an opportunity for an **experienced full-time Disability Services Coordinator**. This is a management position coordinating services for children, youth, and adults with disabilities in the areas of group respite, behaviour development, community access, social connection, inclusion, employment, supported independent living, and life skills.

This full-time 40-hour-a-week position is based in ASC's Airdrie office and offers a starting salary range of \$64,850- \$67,050 annually.

### The Choice candidate will have:

- Post-secondary education in the human services industry with expertise in positive behaviour management, knowledge of child development, and experience working with children, youth and/or adults with developmental disabilities.
- A minimum of 3 years previous leadership and supervisory experience in disability services, however, a combination of related experience may be considered.
- Well-developed planning, directing, and coordinating skills, which include strong skills in problem-solving, report writing, goal development, and communication.
- Experience with supported employment services for people with developmental disabilities.
- Experience with Microsoft Word, Excel, and Outlook.

### 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 staff.
- Providing coordination and oversight as required through Accreditation Standards, and a variety of applicable legislation.
- Supporting the coordination of service delivery through oversight of processes related to behaviour management and ensuring appropriate and effective use of assistive devices.
- Completing client risk assessments and the creation of individual support plans 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.

### ASC offers:

- A work culture of Honour, Dignity, and Respect.
- Immediate on-the-job orientation and mandatory training.
- An opportunity to expand quality services.
- Compensation that includes competitive salary, mileage reimbursement, and 3 weeks vacation in the first year.
- Extended health benefits, wellness plan, and RRSP contributions.
- Continuous professional development and potential career advancement.

Please introduce yourself with a cover letter included with your detailed resume and send to [hr@asc-mva.ab.ca](mailto:hr@asc-mva.ab.ca).

3 managerial/supervisory references will be required for an interview.

*This position will remain open until a suitable candidate is found. Interviews will be scheduled for the duration of this posting so apply early!*