



Job description

Community Living Alternative Services (CLAS) is committed to promoting the development and wellbeing of individuals who have developmental disabilities, to strengthen positive relationships between individuals and their community, and to promote inclusive living. We achieve this by providing a variety of services through our dedicated frontline leadership and staff.

We are looking for a highly motivated and committed leader to join our Residential Support team as a **Full Time, Permanent Program Supervisor working in both Cochrane and Calgary, Alberta**. A travel budget is provided for this position.

If you feel you can make a real difference to the individuals we support, by adding value to people's lives and working with them to achieve their goals then this role is for you.

Please note: As part of our on-going commitment to the health, safety, and well-being of our employees and the individuals accessing Agency services and supports, we are now requiring full COVID-19 vaccination for all new hires who join us. Those hired should be prepared to provide proof of full COVID-19 vaccination along with other required records such as driver's licenses, social insurance numbers, work permits, etc.

As a Program Supervisor, you will incorporate front-line supervisory functions and direct support/service responsibilities. A key responsibility is training and support for other, less-experienced direct service staff.

To succeed as a Program Supervisor, you should be able to demonstrate the ability to:

- Supervise staff in various situations to ensure effective and efficient implementation of policies and procedures
- Act as the team resource for information on relevant policies, procedures, legislation, and regulations
- Act as the principal liaison between staff and senior program management
- Build strong relationships with Guardians, Client Service Coordinators, Trustees, and other general service practitioners, as required
- Contribute to the development and management of team time sheets and scheduling
- Have previous experience in residential support structures for persons with disabilities

Please be advised that if you are selected to participate in an interview, you will be notified by either Human Resources and/or a Program Coordinator or Director. If you should not be selected, please note that we keep resumes/applications on file for up to six months. Thank you.

- Assist with interviewing and onboarding new employees (in partnership with our Human Resources department)
- Assist with Agency and program orientations for new frontline staff
- Participate in the development of Individual Service Plans, Positive Behavior Approaches and Risk Plans
- Attend all psychiatric and medical appointments
- Provide support and feedback with support workers' required documentation, monthly summaries, critical incident reports, and medical reports
- Provide absence management support for frontline staff regarding LOA's, WCB injuries, etc.
- Provide support and consultation as required to the afterhours On-Call Team Leader for your teams
- Coordinate monthly team meetings to ensure program compliance
- Understand mental health and complex issues

You will bring:

Formal Education: Post-Secondary diploma/degree in Social Services, Community Rehabilitation, Disability Studies, or other humanities-related fields.

Experience: Roughly 2 to 5 years' experience supporting individuals in residential and community settings. **Experience dealing with adults with complex needs, developmental disability, mental health concerns and behaviors of concern including violent or self-harming tendencies is a must.** 1+ years of supervisory and administrative experience is preferred. A combination of education and experience will also be considered.

Hours: You will primarily be working Monday to Friday, regular business hours, with a mix of home visitations and in-office work (at our head office location). You will also need to answer your phone after hours in case it is an emergency and be able to flex your schedule to work 1 Saturday or Sunday within every 3-4 weeks.

Knowledge, Skills, Abilities:

- A positive attitude and belief that with specialized supports individuals can develop skills towards participating in their communities
- Demonstrated supervisory, leadership and team building skills

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- Demonstrated ability to work effectively in a team-oriented work environment
- Excellent communication skills
- Excellent computer skills including familiar use of the full MS Office Suite (Word, Excel, etc.), proficient use of a variety of internal and external website formats, and the ability to navigate video conferencing technology
- Must be able to identify issues, set priorities, and implement an appropriate plan of action
- Well-developed reporting skills within sector standard subjects and timelines (daily, weekly, monthly)

Other Necessities:

-A valid driver's license issued in Canada

-You will need to have a reliable vehicle and personal liability insurance with a minimum third-party coverage of two million (\$2,000,000.00) dollars

-Successful candidate will need to provide a Criminal Record Check with a Vulnerable Sectors Search (new to within 3 months of your start date with us)

-Successful candidate will be asked for proof of COVID vaccinations or valid vaccination exemption documents on or by your orientation day

Why join our team?

We offer a unique and exciting work environment, where you have the opportunity every day to make a positive impact on our individuals' lives. We want to encourage you to do your best, so as a full-time employee of CLAS you can look forward to:

- A competitive starting salary based on your skills and experience
- A comprehensive Group Health benefits package and company pension plan
- 3 weeks of paid vacation time each year
- Up to 10 paid sick days per year
- Reasonable flexibility with schedule requests and a lieu time process for any extra hours worked
- A wide range of learning and development opportunities in support of your personal and professional development goals

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To Apply:

Please complete an online application, which can be found at www.c-l-a-s.ca and attach your cover letter and resume.

Job Types: Full-time, Permanent

Salary: \$49,920.00-\$54,558.00 per year

Benefits:

- Commuter benefits
- Company pension
- Dental care
- Disability insurance
- Employee assistance program
- Extended health care
- Life insurance
- Paid time off

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