



CAREER OPPORTUNITY

Operating for over 45 years, Accredited Supports to the Community (ASC) is a not-for-profit charitable society that provides Level Two Accredited Services for adults with disabilities.

ASC has an opportunity for a **Disability Services Coordinator**. This is a senior management position coordinating services for adults with disabilities in the areas of community access, inclusion, social connection, life skills, and pre-employment skills. This Full-Time position is in Olds, Alberta.

Key aspects of this role include:

- Providing leadership, supervision planning/implementing, tracking and evaluation of support staff. Coordinate service delivery; develop and monitor client service and support plans with a person-first approach.
- 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 care.

In this position you will make an impact in the lives of others and strive for a stimulating career where you will make a meaningful difference.

The Choice Candidate will have:

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

Requirements:

- Valid driver's license and required vehicle insurance coverage (\$2million liability insurance).
- Current and clear Vulnerable Sector Criminal Record Check.
- Ability to work days, and flexible to work some evenings and weekends, as required to meet the needs of the people served and our programs.
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This competition closes on Monday, January 18, 2021. Please submit a cover letter and resume quoting Competition # AS0105

We would like to thank all applicants for their interest. Only candidates selected for an interview will be contacted. We offer competitive wages, a comprehensive benefits package, and a supportive working environment.