



CREATING EXCELLENCE TOGETHER

SITE-SURVEY TEAM LEADER



Position Title:

Creating Excellence Together (CET) Accreditation Team Leader

Overview:

The Alberta Council of Disability Services (ACDS) is recruiting a qualified person to facilitate and lead CET Accreditation site-surveys throughout the province. Each event is between 1-5 days onsite resulting in the creation of the accreditation report accurately documenting your findings. This will be a contract position requiring travel throughout the province to facilitate the site-surveys. Compensation is commensurate with the survey size which ranges from very small to extra large ranging from \$600-\$2500 per survey. All expenses are covered or reimbursed.

Role:

The CET Team Leader is responsible for

- facilitating and leading the CET site survey by gathering information prior to and during an accreditation survey for community disability service providers that support individuals with developmental disabilities
- dividing, administrating and overseeing the work of the CET team during the survey
- preparing a post-survey report that encapsulates the data from the survey
- submitting the report to ACDS for finalization and distribution

Specific Responsibilities:

- Reviewing service provider policies, organizational framework documents and files of individuals accessing service and staff
- Establishing a connection with service providers prior to their surveys
- Conducting meetings, potentially virtual, with the service providers' management team
- Having conversations, potentially virtual, with individuals accessing service and their family members and friends, and staff during the onsite or virtual review
- Allocating the division of work between yourself and team members and providing supervision as they review documents and have conversations with individuals and others
- Documenting in a concisely written report the survey team's findings from conversations, file and documentation reviews and observations
- Collaborating with the Accreditation Coordinators to make the final determination of the ratings of indicators and standards
- Collecting all documents and returning to ACDS along with the Final Report
- Presenting the Final Report to the Commission on Accreditation as required

Qualifications:

- Community Disability Services Diploma/Degree or equivalent Post Secondary Education (at least four [4] years)
- A minimum of five (5) years' work experience in Community Disability Services or a related human service field

- Compassion for individuals with disabilities and a passion for quality services
- Demonstrated competence in scheduling, multi-tasking and conflict resolution
- Proven ability to make quick, sound decisions and to evaluate the survey experience without bias
- Outstanding time management and organization skills
- Proven interpersonal relations conducive to building a team atmosphere
- Exceptional written and verbal communication skills
- Intermediate computer skills, especially with
 - Office 365 suite
 - project management software
 - file sharing (e.g., SharePoint)

Experience:

- In senior leadership, program delivery and evaluation, financial management, human resources and governance.
- With various funders and revenue streams (e.g., PDD, FSCD, AHS, fee for service, social enterprise etc.)
- In a supervisory/leadership role in relation to
 - coaching and leading both new and experienced staff
 - building and creating effective relationships
 - assigning tasks to team members who are best suited to those areas
- In supporting adults with disabilities in one or more settings (e.g., residential, employment, community settings)
- In presenting survey findings both in written and verbal formats

Other Assets:

- In-depth understanding of Human Services, specifically Community Disability Services and how they've evolved, Complex Support Needs and models of service provision
- Experience with services for children with disabilities and/or respite services
- Experience as a guardian of a person with developmental disabilities
- Experience as an accreditation surveyor for ACDS or other accrediting body

What are the benefits of being part of the survey team?

- ✓ You will know you are contributing to the quality of life of individuals with developmental disabilities
- ✓ You will have the satisfaction of assisting service providers to excel in service delivery
- ✓ You can see first-hand the benefits of innovations and outcomes-based practices

[Application and Reference Forms](#) are available online

Submit your completed forms to accred@acds.ca along with your resume

Alberta Council of Disability Services

Phone: 403-250-9495 • Fax: 403-291-9864 • Web: www.acds.ca