

## VISION

*A diverse community that respects the dreams and aspirations of all its members.*

<p><b>Internal/External Job Posting #70</b> <b>Full Time Supervisor</b></p>
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**Position Type:** Full Time  
**Hours of Work:** Flexible 37.5 per week (inclusive of evenings & weekends)  
**Initial Locations:** Campbellford/Cobourg & Surrounding Areas  
**Date Posted:** January 17, 2012  
**Application Deadline:** January 27, 2012 – 4:00 p.m.

Community Living Campbellford/Brighton is a non-profit organization that provides support and services to people with an intellectual disability that promote opportunities for personal growth within their community. We are a Nationally Accredited organization and have maintained our Accreditation standing at the highest level possible in each of our four quality reviews facilitated by CQL Canada.

The successful candidate will be responsible to coordinate and supervise support and services within a residential setting primarily based out of Cobourg. The candidate will also be responsible for a respite component based out of the same location. The candidate must have the ability to work with families and other service providers to ensure complete support for people living in the Keystone Home.

### **Summary of Responsibilities:**

- Assist in the staffing process including recruitment of personnel, selection of internal and external candidates and completion of onsite orientation process for initial set up and ongoing supervision of Keystone Home
- Ensure the effective mentoring of all new employees within your area(s) of responsibility including all other orientations as required
- Ensure that all supports to people are respectful of their dignity, rights and well being at all times
- Ensure that Personal Outcomes and support plans have been identified, established and facilitated for each person in accordance with their personal preferences and Personal Outcome Measures
- Complete performance reviews, in conjunction with Managers, for all assigned employees
- Ensure an orderly and safe working environment
- Provide day to day supervision and support which will require evening and weekend hours
- Work with both internal and external committees as required
- Participate in emergency on call rotation as assigned
- Coordinate with Human Resources to ensure completion of all administrative functions (i.e. sign up etc.) for new employees
- Identify and advocate for change of any barriers which inhibits or impedes outcome goals
- Coordinate supports and services as required by the person to achieve their outcomes
- Coordinate regular team meetings and personal plan meetings
- Attend internal/external committees as relevant to the position
- Assist in Ministry Compliance reviews for homes
- Prepare and provide all necessary administrative and service delivery documentation as required by M.C.S.S and the Organization's policies and procedures
- Other duties as assigned

## **Qualifications:**

Ideal candidates will have a degree/diploma from a recognized university or college in a related human services discipline or the skills and work experience diverse enough to be considered equivalent. The candidate will also have knowledge of or experience with, Individualized Funding options and applications as well as the ability to successfully facilitate meetings and planning sessions.

- A minimum of 5 years experience working with people with intellectual disabilities
- A minimum of 3-5 years of progressive leadership/supervisory experience preferably within the Developmental Services Sector, preferably in a Residential and or Community/Family support role
- Demonstrated experience in policy development and project management
- Strong communication abilities both written, oral and electronic
- Presentation skills to groups small and large
- Exceptional interpersonal, organizational, and problem solving skills
- Proficiency with information technology
- Able to maintain a professional attitude; ability to handle stressful situations
- Able to maintain confidentiality and conduct work within appropriate privacy standards
- Demonstrated initiative and team spirit
- Able to manage multiple tasks and competing priorities
- Must have a valid Ontario Drivers license, CPR and NVCI Certification
- Demonstrated experience in recruiting, interviewing and supervision of multiple employees
- Strong facilitation and training skills
- Ability to work both independently and as part of a team
- Experience working with diverse populations
- Demonstrated leadership and mentoring skills

All applications should be sent marked **confidential before 4:00 p.m. January 27, 2012** including resume and covering letter to:

Leslie Steeves, Human Resources Manager  
Community Living Campbellford/Brighton  
65 Bridge Street East, Box 1360,  
Campbellford, Ontario K0L 1L0  
lsteeves@communitylivingcampbellford.com  
cc: Heather Arbour – harbour@communitylivingcampbellford.com

(Note: E-Mail or hard copy only, no fax copies will be accepted)