

## **Job Opportunity**

### **Direct Support Supervisor**

Are you looking for an exciting career opportunity in the Developmental Services sector? We are currently recruiting for a full-time Direct Support Supervisor, based in rural Wellington County with some travel as required.

#### **Our Mission**

We are dedicated to facilitating opportunities for people with developmental disabilities to realize their potential and dreams in their communities.

#### **Our Vision**

Enrich – Inspire – Engage

#### **Position Overview**

Reporting to a Service Manager, ensure the delivery of quality services in accordance with the agency's Mission, Vision, Service Principles and Strategic Directions.

#### **Educational/Technical Competencies**

- Post-secondary degree in a relevant field of study
- Minimum 3 years of supervisory experience in a unionized environment (or equivalent combination of education and experience)
- Knowledge/understanding of: O.H.S.A; AODA; ESA; and SSPDDA requirements
- Strong working knowledge of computers and databases
- Demonstrated proficiency with the Microsoft Office Suite of products, Internet and e-mail
- Strong organizational skills and procedural knowledge with good documentation skills
- Must have access to a reliable vehicle, up to date insurance and a valid driving license
- Flexible working hours required

#### **Key Accountabilities/Activities**

##### **Services Delivery**

- Implementation, monitoring and participating in evaluation of new and existing programs and services for the People We Support (PWS)

##### **Quality/Risk Management**

- Follow the agency's risk management program and policies related to effective service delivery; maintain appropriate monitoring measures

##### **Oversight/Financial Management**

- Demonstrate effective leadership, management, support and evaluation of Direct Support Professionals to ensure efficient utilization of human resources, physical and financial resources
- Participate in the annual budget preparation/submission process as required
- Work within established spending limits

Please visit our website at [www.clgw.ca](http://www.clgw.ca) to apply.