

CAREER OPPORTUNITY

Position: Supervisor - Temporary

Department: DaCapo Disability Services

Hours: This is a full-time salaried position (35 hours/week) + rotational on-call support that is estimated to end March 31, 2022 with the possibility of extension

Position Overview:

The Supervisor is responsible for the direct supervision of front-line staff and ensuring designated residential, employment and community access services are provided in accordance with established standards. This includes client programming, planning, goal development, administrative duties, personnel management and providing direction as a part of a rotating on-call system.

Key Responsibilities:

- Ensuring client services are consistently implemented, instruction and intervention techniques are implemented appropriately and services are provided in a manner that respects an individual's culture, heritage, identity, etc.
- Providing direct supervision and support to designated personnel
- Completing all necessary administrative work related to client services and personnel management
- Ensuring personnel meet training requirements and receive regular performance evaluations
- Maintaining staffing levels to ensure excellent service provision which may include screening and interviewing candidates according to established procedures
- Mentoring and coaching clients and personnel
- Providing direct service as required
- Overseeing an established service utilizing best practices
- Acquiring adequate knowledge of all clients served by DaCapo in order to provide competent direction to personnel requiring on-call support

Qualifications:

- Related Diploma or Degree (Community Disability Services Diploma/Degree, Human Services Degree, etc.)
- Experience working with individuals with disabilities
- Supervisory experience is preferred
- Must provide COVID-19 Immunization Record and be fully immunized (2 weeks after last dose) before start date
- Demonstrated ability to work in a team environment with the capability of motivating/supporting teams
- Strong written and oral communication skills
- Reliable vehicle, valid driver's license, registration and insurance (\$2,000,000 liability insurance).
- Strong organizational and time management skills.
- Ability to work independently as well as in a team environment.
- Ability to be flexible and adapt to changes.
- The successful candidate will be required to provide a Police Information Check.

Start date: ASAP

End date: March 31, 2022 with the possibility of extension

Application deadline: October 15, 2021

Please submit, in confidence, a resume and cover letter referencing job posting DC276:

Email: humanresources@lfsfamily.ca

Mailing Address: Human Resources, Lethbridge Family Services
1098 – 3 Avenue North
Lethbridge AB T1H 0H7

Web: lfsfamily.ca

We thank all candidates for their interest, however, only those selected to continue in the process will be contacted. Applications for this position may be used to fill other positions.

Lethbridge Family Services is an equal opportunity employer.

