

**JOB OPPORTUNITY**  
Human Resources Department

**DATE:** September 21, 2017

**REGION:** Central

**POSITION:** PROGRAM SUPERVISOR

**INITIAL**

**ASSIGNMENT:** To be determined

**QUALIFICATIONS:**

Minimum Community College diploma in Social Services or University Degree in a related discipline. Four to six years experience in counselling case management, budgeting/financial and supervisory experience of at least one year are required. Successful completion of internal legislated and mandated training is required. Driver's licence is an asset.

**JOB SUMMARY:**

Supervision of two group homes. Main responsibility is to ensure the delivery of supports and programs consistent with life plans and clarifying the needs of individuals supported in order to enhance the capacity of individuals to function in all aspects of community living.

**RESPONSIBILITIES:**

Under the supervision of program manager, this position is responsible for

- All aspects of group home programs including resident programming and contact, staff performance and scheduling budgets, routine housekeeping, follow-up re: property maintenance.
- Interviewing and hiring of all group home staff.
- Regular program reviews.
- Providing training and evaluation of all staff in the two residences.

**HOURS OF WORK:** 7.5 hours per day

**STARTING DATE:** Immediately

**SALARY:** \$52,920.00 to \$57,613.00 per annum

**TO APPLY:**

**SEND THE INTERNAL RESPONSE TO POSTING (IRP) FORM AND AN UP-TO-DATE RESUME TO:**

E-mail at [Hr\\_Recruit@cltoronto.ca](mailto:Hr_Recruit@cltoronto.ca)

IRP available at: [SharePoint\Info Libraries\Forms\Human Resources\Internal Response to Posting \(IRP\)](#)

**Applicants must have completed or be registered for all mandatory training – See Mandatory Training by Position.**

**DEADLINE DATE FOR APPLICATIONS IS OCTOBER 4, 2017**

Candidates will be screened based on the information provided to Human Resources.

When required, accommodations for disabilities will be provided, on request.