

POSITION: PROGRAM SUPERVISOR – INDIVIDUALIZED SUPPORT

REGION: Central

Community Living Toronto, one of the largest agencies of its kind in North America, is a dynamic innovative organization committed to a vision of promoting a welcoming community. As a leader in the field, Community Living Toronto offers supports to over 6,000 individuals within an intellectual disability as well as support to their families, including residential and day support, assistance with employment, community support, early childhood services and respite.

QUALIFICATIONS:

University Degree or Community College Diploma in the Social Service field. Minimum four years experience in community-based supports, case management and budgeting/financial. Supervisory experience of at least one year. Knowledge of developing, maintaining and monitoring individualized budgets an asset. Successful completion of internal legislated and mandated training is required. Driver's license is an asset.

JOB SUMMARY:

Supervisory responsibilities include individualized residential and community participation supports. Collaborates extensively with external agencies, community partners and Community Living Toronto to develop community-based partnerships for residential options, supports and community opportunities. Leadership and facilitation of community development and person-directed practices.

RESPONSIBILITIES:

Reports to the Program Manager and is responsible for the day to day facilitation and implementation of a range of individualized funding supports.

- Facilitating discussion and problem-solving related to activities and opportunities aligned to individual's person-directed plans.
- Supporting, mentoring and supervising support workers connected to people accessing services.
- Ensuring quality assurance and deadlines related to person-directed plans, policies and procedures, initiatives and region priorities.
- Maintaining administrative records related to agency requirements.
- Communicating and partnering with internal and external groups and departments, including individuals' networks and community members.
- Ensures that agency standards related to policies and procedures are met.

HOURS OF WORK: 7.5 hours per day

**TO APPLY:
SEND YOUR COVER LETTER AND RESUME TO:**

Careers@cltoronto.ca

PLEASE QUOTE JOB POSTING #E17-253

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

We thank everyone for their interest in Community Living Toronto; however only applicants with the necessary qualifications, experience and education will be contacted for an interview.