

JOB OPPORTUNITY
Human Resources Department

DATE: January 26, 2017

REGION: Central

POSITION: TEMPORARY PROGRAM MANAGER
(Expected duration of up to one year)

QUALIFICATIONS:

Community College Diploma in Social Services or University Degree in Social Sciences. Six to eight years' experience required in the areas of supervision, management, budgeting, and resources allocation. Use of a car is an asset. Will consider an equivalent combination of education and experience.

JOB SUMMARY:

Manage and support services developed and delivered in Central Region. Promote quality support and individualized approach in achieving personal outcomes for people receiving services. Development and provision of support services in the community through supervision of program supervisors and/or community support personnel; participation in Association committees and community networks; and management of related projects as assigned. Bilingualism in English/French is an asset.

RESPONSIBILITIES:

Reporting to the Regional Executive Director, Central Region, the 3 incumbents would assume portfolios with responsibility for the management of services delivered in the west and east neighbourhoods as well as through Family Supports agency-wide. Duties include, but are not limited to the following:

- Identify and enable access to resources for people within our services and supports.
- Monitor expenditures against budgets and take required actions to ensure viability.
- Establish and develop a staff complement that meets the needs of people receiving services and supports.
- Supervise several subordinates, including supervisors and community support personnel.
- Monitor and support person-directed goals to ensure high quality and meaningful plans are developed.
- Ensure that service sites are maintained to meet regulatory requirements.
- Participates in regional planning to meet the strategic priorities and needs of the agency and its consumers.
- Participates in special projects, committees and community networks.

HOURS OF WORK: 7.5 hours per day

STARTING DATE: Immediately

SALARY: \$61,680.00 to \$67,251.00 per annum

TO APPLY:
SEND INTERNAL RESPONSE TO POSTING (IRP) AND UP-TO-DATE RESUME TO:

HUMAN RESOURCES DEPARTMENT

20 Spadina Road
Toronto, Ontario, M5R 2S7

-OR-

E-mail at 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 FEBRUARY 8, 2017

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

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