



## **JOB POSTING**

**May 31<sup>st</sup> 2021**

**Position Title: Working Supervisor – Youth Respite House**

**Reports to: Director of Family Services**

### **Job Summary:**

Oversees the day-to-day operations of the Youth Respite House. This includes the planning and coordination for the Youth Respite program(s), staff assignments and direction; while ensuring the goals and objectives of the organization are met. Will also provide direct client services within the program(s). Promotes an awareness of, and compliance with standards necessary for the ongoing accreditation of the organization.

### **Key Duties and Responsibilities:**

1. Develops, implements, coordinates and evaluates plans and programs that are designed to ensure the individual's needs are met. Ensures program standards, guidelines and policies of the organization are maintained.
2. Coordinates the scheduling of program staff. Supervises and evaluates program staff and assists in such personnel related activities as: interviewing, hiring and discipline of staff, communication with and training of program staff.
3. Ensures the maintenance of accurate and up-to-date program and client records; confidentiality being a priority. Ensures all pertinent documentation is maintained.
4. Assists in identifying non-compliance with organizational and program standards and identifies the necessary actions to be taken to meet those standards.
5. May plan or make recommendations for the development of new programs.
6. Ensures effective communication with clients and staff. Maintains effective relationships with funding bodies and community organizations; and provides information about the programs(s) and the organization to the community at large.
7. Works collaboratively with MCF to assesses client suitability to program(s) and makes referrals to other programs or agencies as required.
8. Provides staff and clients with an effective, positive role model.
9. Participates in coordination of agency services with other Program Managers; and assists Executive Director in implementation and evaluation of organizational goals, objectives and standards.
10. Assumes additional projects/responsibilities/duties as assigned by the Program Director.
11. Have an understanding and awareness of funding sources and program budgets; assist and support the Program Director maintaining program budgets.
12. Will work as a care worker directly with individuals.
13. Assists individuals to set and meet their goals as outlined in their Individual Service plan.
14. Follows the Residential Program procedures to ensure the safety and well-being of all participants as per the Health and Safety policies and procedures.
15. Administers medication to clients in accordance to the policy and procedure.
16. Develops and maintains positive relationships with individuals and their families who live/use the residence.
17. Provides life skills training such as meal preparation, housekeeping, personal care skills and personal finance and implements personal service plans.
18. Performs residence maintenance and housekeeping duties.
19. Completes accurate and timely documentation as outlined in CARF standards.
20. Performs other related duties as required.



**Qualifications, Education, Training and Experience:**

1. Minimum Diploma in related human/social service field.
2. At least three years relevant work experience required for this position. Direct program delivery experience in the community social services sector, with a demonstrated working knowledge of community-based programs and related provincial and community support services systems is preferred. Including 1 year of supervisory or administrative experience.
3. Specific program, legislative/policy, provincial and other government frameworks and systems, labour relations or professional knowledge may be necessary depending on individual program requirements.
4. Ability to relate to individuals who have a Developmental Disability in a professional, supportive, respectful and compassionate manner.
5. Ability to demonstrate initiative, and make appropriate decisions as necessary.
6. Ability to support individuals to meet their goals as stated in their ISP.
7. Ability to advocate for individuals within the community or organization as necessary.

**Occupational Competencies:**

1. Demonstrated knowledge of relevant formal program delivery and evaluation skills.
2. Demonstrated teamwork, leadership and supervisory skills.
3. Well-developed planning and administrative skills.
4. Excellent interpersonal behavior and communication skills.
5. Good organization, time and general management skills.
6. Ability to manage multiple, and sometimes conflicting, priorities.

**Additional Information:**

This position is required to work in a stressful environment, often dealing with individuals or staff in crisis situations. Work may be conducted outside normal office hours.

**Wage:** In accordance with the Community Connections Wage Grid S3 – Step 1

**Location:** Main Office and Youth Respite House

**Hours:** Full Time

**Closing Date:** June 14<sup>th</sup>, 2021

**Start Date:** Tentative Start June 28<sup>th</sup>, 2021

**Applications must include a current resume with a cover letter stating your qualifications and education for the Posted Position to:**

Jake Sloots  
Human Resources Specialist  
Community Connections (Revelstoke) Society  
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Email: [hr@community-connections.ca](mailto:hr@community-connections.ca)

Community Connections is a CARF accredited organization