



**Community
Connections**
REVELSTOKE SOCIETY

Job Title: Co-Director Community Living Services for Adults

Internal / External Posting

Date Established: September 2001

Date Revised: April 2019

Reports to: Executive Director

Job Description:

The Co-Director for Community Living Services for Adults (CLSA) manages and oversees the day-to-day and long-term viability of operations for CLSA programs. This includes the management, supervision, planning and coordination for staff assignments, training and direction and performance management, while ensuring the financial and operational goals and objectives of the organization are met.

Provide direct client services within the program as required. Promotes an awareness of and compliance with standards necessary for the ongoing CARF accreditation of the organization.

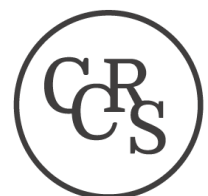
The Co-Director of CLSA is also responsible for being on call during weekends. The on-call responsibilities are shared by the CLSA management team including the other Co-Director and Program Coordinator.

This position is non-unionized; however, your staff are members of the British Columbia General Employees Union (BCGEU).

community-connections.ca
St. East
info@community-connections.ca
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T: (250) 837-2920
F: (250) 837-2909

P.O. Box 2880, 314 2
Revelstoke, BC V0E





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Community Connections Values:

Community Connections serves a diverse population, and our staff reflects this diversity. We recognize the unique skills and perspectives each individual brings. You embrace Community Connection's values, vision and mission while treating individuals as leaders in their own lives. You contribute to an environment of continuous learning and seek to join a compassionate and supportive workplace.

Mission Statement:

The Mission of Community Connections (Revelstoke) Society is to offer support to individuals and families in our community by providing and advocating for accessible, responsive social services.

Values Statement

In providing our services we value:

- ❖ Diversity
- ❖ Belonging
- ❖ Individuality
- ❖ Respect
- ❖ Human Dignity
- ❖ Relationships
- ❖ Connection to Community
- ❖ Individuals & Families

Vision Statement

By 2022, Community Connections (Revelstoke) Society will continue to be recognized by our community, the region and the province, as a leader for the provision of quality, responsive & socially just services.

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Key Duties and Responsibilities:

1. Develops, implements, and facilitates the scheduling of all program staff, ensuring labour and contractual standards are adhered to. Supervises and evaluates program staff and coordinates personnel related activities as: interviewing, hiring and discipline of all Community Living Services for Adults staff, performance evaluations and the communication with and training of program staff.
2. Identifies staffing issues and concerns and completes assessments and reviews to ensure the number of staff on hand meets organizational requirements.
3. Assists in identifying non-compliance with organizational and program standards and identifies the necessary actions to be taken to meet those standards.
4. Ensures effective communication with clients and staff. Maintains effective relationships with union reps, funding bodies and community organizations; and provides information about the program(s) and the organization to the community at large.
5. Collaborates with other Program Coordinators/Supervisors for Community Living Services for Adults in the training and development of staff to carry out client care plans.
6. Provides staff and clients with an effective, positive role model.
7. Participates in coordination of agency services with other Program Managers; and assists Program Managers team in implementation and evaluation of organizational goals, objectives, and standards.
8. With the approval of the Executive Administrator/Director promotes, publicizes, and markets the program(s). Under the direction of the Executive Director assures the staffing financial component is within limits.
9. Assumes additional projects/responsibilities/duties as assigned by the Executive Director.
10. Be on call on weekends for emergencies (shared with CLSA Program Managers)
11. Be up to date on current best practices and engages in professional development.
12. Oversees Health and Safety for CLSA Program.
13. Is a valued member of the Leadership team and is accountable to the mission, vision and values of Community Connections while contributing to strategic organizational responsibilities.





Qualifications:

Education/Certification

1. An undergraduate degree in social work, counselling, or a related field, or the equivalent education and experience is typically required for this position.

Required Knowledge

1. Specific program, legislative/policy, provincial and other government frameworks and systems, labour relations or professional knowledge may be necessary depending on individual program requirements.
2. An understanding of unionized work environments and collective agreements is advantageous.

Experience Required

1. At least five years relevant work experience is typically 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.

Occupational Competencies:

1. Demonstrated knowledge of relevant formal program delivery and evaluation skills.
2. Demonstrated teamwork, leadership, training, 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.





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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 PD-1. Starting rate of \$31.61ph

Benefit Packages: Comprehensive medical, dental benefit and pension packages available based on eligibility and completion of probationary period

Location: Main Office and other Community Connections locations as necessary

Hours: 35 hours weekly

Closing Date: February 28th, 2022

Start Date: As soon as possible

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

Jake Sloots
Human Resources
Community Connections (Revelstoke) Society
Ph: 250 837 2920 Ext. 41
Email: hr@community-connections.ca

Community Connections is a CARF accredited organization

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