

Job Posting

FULL TIME RESIDENTIAL SUPERVISOR (Mayall, Newlin, SIL) (Temporary Assignment ending April 15, 2020)

Date: February 1, 2019

Qualification

1. A Diploma or Degree in a related field.
2. A minimum of 5 years experience working with individuals that have developmental disabilities.
3. A minimum of 2 years residential program experience.
4. A minimum of 2 years of supervisory experience.
5. Excellent organizational skills and excellent written and verbal communication skills. Managing multi-tasks and meeting deadlines.
6. Ability to model and reinforce workplace professionalism.
7. Ability to maintain positive working relationships.
8. Handling difficult and sensitive situations using sound judgment.
9. Providing leadership and motivating staff.
10. Working and practical knowledge of Health and Safety.
11. Must have experience dealing with challenging behaviors because of possibility of working with aggressive clients.
12. French language is an asset.

Job Duties

1. Monitors and directs day to day operations of a residential program.
2. Develops the implementation of goals and program objectives.
3. Ensure adherence to policies and procedures.
4. Organizes, administers, reviews and evaluates the work of staff.
5. Supervision, evaluation of staff and ability to apply disciplinary action.
6. Prioritizes and allocates available program resources.
7. Provide written paperwork in a timely and efficient manner.
8. Flexible work hours – including on-call rotation and emergency call-on
9. Represent Meta Centre as a liaison with external professionals, families and community.

Salary: TBA

Closing Date: February 11, 2019

- Only individuals meeting qualifying standards will be contacted for an interview

If this position is of interest to you submit an application with resume to cwhite@metacentre.ca or careers@metacentre.ca

Meta Centre welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.