



INTERNAL / EXTERNAL POSTING

RESIDENTIAL SERVICES requires a SUPERVISOR

WE THANK ALL APPLICANTS FOR YOUR INTEREST; HOWEVER ONLY THE APPLICANTS WHO MOST CLOSELY MEET THE FOLLOWING REQUIREMENTS WILL BE INVITED FOR AN INTERVIEW.

In this position you will:

- Ensure direct service employees have the tools and resources to support individuals with developmental disabilities in realizing their goals
- Ensure open and effective lines of communication exist between colleagues, employees, individuals and their guardians/families, and the community at large.
- Participate in the evaluation and development of services and supports.

Your responsibilities will include the following:

- Support direct service employees by ensuring the health and safety need of each individual are met and WSA process is followed.
- Assist direct service employees to identify potential risks to individuals and ensure strategies are in place to minimize/eliminate those risks.
- Support and advocate for individuals by ensuring each has an individual plan and that those plans are being realized.
- Participate in the evaluation, both formal and informal, of the services and supports offered in Residential Services and make recommendations for improvement and change.
- Participate in the recruitment, supervision and support of employees for Residential Services, in accordance with WSA policies and processes.
- Mentor employees and create an environment that fosters teamwork.
- Complete administrative work including maintaining personnel records and ensuring all required documentation is completed and maintained.
- Ensure appropriate mechanisms to communicate general, program, and individual specific information are in place and implemented.
- Develop and maintain schedules for each house and participate in the management of the relief process.

Education and experience requirements:

- Rehabilitation diploma or related education.
- 3-5 years related experience.
- Supervisory development training.
- Experience working with adults with a developmental disability preferred.
- Working knowledge of computers and Office applications.
- Demonstrated leadership, team-building and problem-solving skills

Position Hours: 37.5 Hours / Week

Special Conditions: A vehicle, adequate insurance and a valid driver's license required.

Salary Range: \$38,038 - \$48,672 / Annually

**PLEASE SUBMIT YOUR COVER LETTER WITH YOUR RESUME TO
THE HUMAN RESOURCE COORDINATOR BY 4:00PM, TUESDAY , JULY 20TH, 2010.**