

NORTH EAST ASSOCIATION FOR COMMUNITY LIVING

JOB POSTING

POSITION: Program Supervisor – Kapuskasing Site

POSITION SUMMARY:

The Supervisor is responsible for providing leadership to those staff reporting to him/her and ensuring uniformity of the Association's philosophy and goals.

The Supervisor will play an active role in disseminating information from management to direct service staff and vice versa. S/he will be expected to participate in a variety of internal and external committees and maintain excellent relationships with the Board of Directors, the employees of the Association, individuals and community partners.

Using the Person Centered Planning model, the supervisor will work with individuals, their caregivers/friends and staff to work towards a life that is happy, meaningful and showcases their gifts and contributions.

The Supervisor has a key leadership role in ensuring high quality of services to individuals within their particular areas of program supervision.

Regular on-call duties are part of this position.

PREFERRED QUALIFICATIONS:

- A post secondary university degree and/or college diploma which includes specific study in a field relating to disability
- At least 6 years of related experience of which:
 - 2 years experience in management, including staff supervision
 - Minimum of 4 years in direct experience with persons who have an intellectual disability
- Excellent interpersonal skills
- Excellent organizational skills
- Valid driver's license and use of a personal vehicle
- Fluency in French and English, both spoken and written
- Computer literacy

WAGES: North East Association for Community Living offers a competitive salary and benefit package.

All interested applicants must submit their current résumé and cover letter to the Personnel Manager by email at kboudreau@neacl.ca

Deadline for submission of applications: Until position is filled

We are an equal opportunity employer, committed to a fair and accessible selection process. Please note only those candidates selected for an interview will be contacted.