

WE ARE HIRING: Community Living Supervisors (2-3 Positions) January 10, 2024



South Shore Community Service Association (Bonny Lea Farm) is located near Chester, Nova Scotia, and has been providing supports for over 50 years to those living with the challenge of an intellectual and/or physical disability. Today 36 people call Bonny Lea Farm their home and our vocational programs provide work and supports services to more than 45 individuals. We are growing and developing our services to respond to the many new community based opportunities becoming available to individuals receiving services in the Disability Support Program.

OPPORTUNITY

We're hiring professional, motivated, and dedicated individuals to join our dynamic management team. This full-time or part-time position will allow for the opportunity to put your knowledge and technical skills to work.

The Community Living Supervisor provides guidance, direction, coaching, and mentorship for direct support professionals and team leads to ensure that they are honoring the needs and interests of the people we support. The Community Living Supervisor will ensure that resources and supports are aligned with people's individual goals and reflect personal, social, cultural, spiritual, recreational, and community preferences and interests.

The Community Living Supervisor leads teams to respond to and navigate through changes successfully while fulfilling the Organization's Mission, Vision, and Values.

THE ROLE

- Provides oversight and management of a team. Leads, directs, and manages support professionals in day-to-day operations, supporting team members to uphold organizational policies and procedures.
- Fosters open and transparent communication with direct support professionals, team leads, and people receiving services.
- Generates enthusiasm and passion for empowering team members to provide person-centered supports.
- Fosters an organizational environment that promotes development and success of others through appreciative inquiry, coaching, mentoring, and performance management.

- Supports the creation and sustainability of a culture that embraces productive change and exemplary services with people we support.
- Ensures that day-to-day operations are aligned with individual and organizational goals.
- Exhibits emotional resilience and the ability to maintain objectivity and calm assertiveness in all situations.
- Oversees program budgets to ensure the effective allocation of financial resources and expenditures within the budget limitations provided. Reports variances to the Director and makes recommendations to minimize overages.
- Oversees the financial accounts of the homes and the individuals we support, ensures accuracy of the accounts, reports any variances to the Director and make recommendations to minimize overages.
- Supports effective recruitment and retention practices and decisions.
- Identifies and ensures that staff training needs are acted upon.
- Oversees completion of all required reports.
- Completes and meets deadlines for all administrative duties as assigned.
- Participates in and leads team meetings.
- Participates in organizational/community events as requested.
- Participates in other tasks, projects or activities as assigned.
- Fosters an inclusive and respectful workplace.
- Will ensure the well-being and safety of staff and people supported by being knowledgeable of and ensuring adherence to related legislation.
- Must be part of the on-call emergency rotation schedule with other Supervisors. Commitment of approximately one weekend a month.

SKILLS/KNOWLEDGE/EXPERIENCE

- College or University Degree in a related field or other relevant education, comparable work or life experience.
- Strong demonstrated understanding of and working experience in supporting individuals with intellectual disabilities, mental health issues, and dual diagnosis.
- A minimum of one to three years of proven experience in a management role in a community or human services environment.
- Strong understanding of disability issues, resources, and legislation relevant to supporting people with an intellectual disability, including Human Rights and poverty.
- Excellent written, verbal, and visual communication skills with ability to communicate effectively with a wide variety of audiences.
- Strong organization and problem-solving skills.

- Open to continuous learning and improvement.
- Responds well to changing priorities or circumstances and demonstrates resilience and positivity when faced with disruptions or obstacles.
- Other employment requirements include: Current Standard First Aid certification, WHMIS, valid drivers license with a clear drivers abstract combined with the eligibility to successfully obtain a Class 4 drivers license, and a clear Vulnerable Sector Criminal Records check.

SALARY & BENEFITS

The job offers a competitive starting salary ranging from \$60,000 to \$64,000 per year dependent on certification, skills, and experience; group health/dental insurance and group retirement savings plans that are cost shared with the employer, vacation leave entitlement (15 days after the first year and 20 days starting with the 5th year of service), 18 Holidays, sick leave benefits, and more. Support for professional development is also available and an Employee and Family Assistance Plan is provided for all families.

Interested candidates may direct their letter of application along with their résumé to:

Joanne Delong
Financial/Human Resources Director
South Shore Community Service Association
PO Box 560, 5 Collicutt Road
Chester NS B0J 1J0
Fax: 902 275 2567
Email: jdelong@bonnyleafarm.ca

Deadline: January 23, 2024 at 2:00 pm

We thank all those that apply but only those selected for an interview will be contacted.