

JOIN OUR TEAM!

Position: Manager, Community Living Supports (Full time permanent)

Location: Essex, Ontario

About Us:

Community Living Essex County is a fully accredited non-profit organization dedicated to supporting over 700 children, youth, and adults with intellectual disabilities, as well as their families, across Essex County. We are committed to supporting people to achieve their goals and dreams; empowering them to flourish as full citizens who are valued in the community.

Why Join Us?

- Be part of a team that makes an impact in the community
- Collaborative and supportive team environment
- Opportunities for growth and professional development
- Comprehensive benefits and pension plan

ABOUT THE ROLE:

As the **Manager, Community Living Supports**, you will play a key leadership role within Community Living Essex County, demonstrating the highest standards of professionalism and integrity. You will lead by example, fostering an inclusive and respectful workplace culture that values diversity and empowers every team member.

Key Responsibilities:

- Reporting to the Director, Community Living Supports, this position will ensure that quality support services are provided, including the development, implementation, and review of support plans.
- The role will include the oversight of the agency's Employment Supports, Career Compass (supporting people with an intellectual/developmental disability in achieving their employment goals through job development, job coaching, and community partnerships)
- Ensure all supports comply with all legislative requirements, meet and promote health and safety standards and practice agency policy and procedures.
- Provide direct supervision to all support workers and others in assigned areas, including hiring, orientation, and training of new employees.
- Conduct staff meetings, schedule hours of work and complete performance development appraisals.
- Responsible for developing and managing budgets.
- Ensures the efficient operation of assigned locations.

Qualifications:

Community Living Essex County may accept a combination of education and experience that demonstrates the required skills of the position.

- Graduation from a post-secondary institution, with a minimum two (2) year diploma/degree in a human service field of study.
- A minimum of five (5) years experience working with people with an intellectual disability and/or in a related human service field. Minimum of one (1) year in a supervisory capacity.
- First Aid/CPR Certification
- Valid Driver's License and access to an automobile

Community Living Essex County is committed to creating an inclusive environment and encourages applications from people with disabilities and visible minorities. **Accommodation is available upon request** for all candidates participating in the recruitment and selection process.

Closing Date: Thursday, April 3, 2025 at 4:30pm

How to apply: Please submit your resume to **Marie Ridder, Manager, Human Resources**

Community Living Essex County, 372 Talbot St. N., Essex, ON N8M 2W4

Email: mridder@communitylivingessex.org or Fax: (519) 776-6972 Quote Ref. # ADMN-004

**Please note that only candidates selected for an interview will be contacted.*

Community Living Essex County is an equal opportunity employer, and we value the importance of diversity, dignity and the worth of every individual in the workplace.

Our VISION: A community that celebrates inclusion and inspires possibilities. ***Our MISSION:*** We are committed to support people in achieving their goals and dreams and to realize their value as full citizens in their community.