



JOB OPPORTUNITY

Director of Adult/Senior Services

Community Living Belleville and Area is an accredited non-profit organization that has provided a range of services and supports to adults and children with intellectual disabilities for over 65 years. As a result of retirement, we are looking for our next Director of Adult/Senior Services.

Purpose of Position:

Reporting to the Executive Director, the Director of Adult/Senior Services provides day-to-day leadership and supervision for all Adult/Senior services and supports and ensures that people supported and families receive high-quality services and supports in response to their personal goals. The Director supports 17 community homes and the Community Participation Supports and provides leadership to 10 Community Services Managers. The Director – Adult/Senior Services ensures that services are designed and tailored to the needs, goals and aspirations of people and that supports and services are reviewed on a regular basis to ensure that they remain true to the person and their Personal Outcomes.

Requirements:

Skills, Knowledge, Initiative, & Responsibility to Perform the Work:

- Degree in Human Services and/or business from an accredited university or equivalent education and experience.
- Minimum of 5 years' experience in a senior level position in the Human Services/Developmental Services field and demonstrated effective communication, interpersonal and training skills.
- Selected applicants must demonstrate the following Core Competencies for Directors:

- Advocating for Others
- Creative Problem Solving & Decision Making
- Developing Others
- Holding People Accountable
- Leading Others
- Managing Change
- Relationship/Network Building
- Resource Management
- Strategic Thinking

- Understanding of Person Centered Planning, Personal Outcome Measures and Quality Assurance Measures.
- Demonstrated tact, diplomacy, and objectivity.
- Ability to maintain confidentiality.
- Experience in strategic planning and strategic direction setting.
- Effective communication, organizational and interpersonal skills.
- Demonstrated proficiency using MS Office products and other software.
- Proven ability to work co-operatively and negotiate effectively within the agency and with outside organizations and the Ministry.
- Sound understanding of relevant acts including: the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008, the Occupational Health & Safety Act, Workplace Safety & Insurance Act, and demonstrated understanding of unionized environments.

HOW TO APPLY:

Deadline for applications is September 11th, 2020. Please forward applications to the Director of Human Resources, Katherine Potts at kpotts@communitylivingbelleville.org

Community Living Belleville and Area would like to thank all applicants who apply, however will only contact those candidates being considered for interviews.

Community Living Belleville and Area is committed to developing inclusive, barrier-free selection, appointment processes and workplace environments. If contacted in relation to this process, please advise human resources of your need for accommodation measures, which must be taken to enable you to be assessed in a fair and equitable manner.