**Program Supervisor**

**Permanent Full Time**

Community Living North Perth is seeking a Program Supervisor to serve as part of our leadership team, contributing to CLNP’s mission, goals and objectives through planning, organizing, directing and leading their assigned program areas. Reporting to the Program Manager, you will oversee the effective and efficient delivery of programs through our staff team.

About You

* You have a strong desire to lead change and advocacy of inclusion of people with developmental disabilities;
* Post-secondary degree or diploma in a relevant field of study and a minimum three years progressive supervisory experience in a human services field;
* You will demonstrate your experience working in other social services and community health sectors such as housing, mental health, additions, poverty, etc.;
* You have proven leadership and conflict resolution skills;
* Experience working in a unionized environment;
* Knowledge of the Ministry of Children, Community and Social Services developmental services system; experience developing programs and services highly beneficial;
* You have a driver’s license, proof of insurance and a reliable vehicle;
* Able to provide a satisfactory Vulnerable sector police check;
* Able to provide proof of vaccination for COVID-19 and
* Availability to work after-hours on occasion;
* Demonstrated proficiency with Microsoft Office products, internet and email.

You will:

* Work collaboratively with managers, supervisors and other staff to ensure programs and services are delivered in accordance with the organization’s policies and procedures, and in compliance with Ministry and legislative requirements;
* Assess and evaluate programs on a regular basis to ensure quality and effectiveness of assigned program area;
* Maintain accurate records and program documentation;
* Coordinate and manage the resources allocated to assigned program area;
* Participate in recruiting, hiring, orientation and training of new staff and assist with the maintenance of the organization’s HR records and documentation;
* Plan, assign and direct the work of current staff and monitor and ensure staff are completing their duties and responsibilities;
* Communicate performance expectations and accountability for all staff in assigned program area, including evaluating and managing performance;
* Encourage skill and professional development and act as a mentor and coach to guide staff in problem solving and decision making;
* Ensure communication through regular team meetings;
* Manage the financial, physical and human resources allocated to the assigned program areas, and provide data and reports to inform organization resource planning;
* Manage relationships with the people supported by CLNP and their caregivers, including communicating about service concerns and addressing complaints;
* Ensure the well-being and safety of staff and the people being supported by CLNP;
* Serve on internal and external committees and work groups, as appropriate;
* Participate in the organization’s on-call system;
* Other duties as may be assigned from time to time.

About Us

Community Living North Perth is a not-for-profit charity. We champion and advocate for the inclusion and citizenship of people with developmental disabilities in North Perth. We are dedicated to promoting quality of life through education, advocating inclusion, realizing dreams and supporting people to be contributing members of their community.

How to Apply

**Application Deadline: February 24, 2023.** Apply in confidence with a cover letter and resume to hr@clnorthperth.ca. We appreciate the interest of all applicants, however only those under consideration will be contacted.

*We are dedicated to maintaining a respectful, fair and equitable work environment, and welcome submissions from all qualified applicants. If accommodation is required during the selection or interview process it will be available upon request. This job posting is available in an accessible format upon request.*