Director of Community Supports

POSITION POSTING #: 1684
SERVICE AREA: Community Services
LOCATION: Kerry’s Place Central Region – Wellington/Waterloo/Peel/Halton/Dufferin/York/Simcoe

POSITION STATUS: Full Time
HOURS OF WORK: 40 hours per week (Days, evenings and weekends; flexibility required)
HOURLY PAY RATE: $67,519.71 to $84,389.14 annually
CLOSING DATE: 4:30pm, October 22, 2017

POSITION SUMMARY: Reporting to the Regional Executive Director, the Director of Community Supports will be responsible for day to day operations of community support efforts including outreach/consultation, OAP, family/community/ employee development and education (workshops/training). In addition, the Director Community Supports will facilitate and develop community connections (with MCYS / MCSS, Autism Ontario and other community partners), community processes, committees, community resources, and advocacy/family support groups as well as overall community development. The Director of Community Supports will act on behalf of the Regional Executive Director, in his/her absence, in these matters. The Director of Community Supports will liaison with various professional and clinical resources both within and external to KP to ensure families and employees have access to the needed resources.

Kerry’s Place offers a competitive overall compensation package for our full time permanent employees which includes but is not limited to: paid Vacation; paid Sick time; and additional paid Flexible time; employer paid group Health and Dental benefits; and the employer matched Pension Plan. We also provide developmental and training opportunities such as Nonviolent Crisis Intervention (CPI), Autism Spectrum Disorder specific training, CPR/First Aid etc.

KEY RESPONSIBILITIES:

- Hiring/supervising employees and volunteers.
- Direct supervision of Managers of Community Supports who in turn offer support and supervision to the team.
- Direction and development of support strategies of various areas (e.g. respite, consultation, OAP, Resource Supports).
- Direct consultation and support with individuals with ASD and their families as required.
- Working with clinical resources to ensure MCYS requirements are being met for those services having specific clinical standards and requirements.
- Workshop and training development and co-ordination.
- Membership on various local processes/MCYS /MCSS committees.
- Planning and budgeting for services and supports.

Kerry’s Place Autism Services
Director of Community Supports
• Implementation of appropriate elements of the Kerry’s Place Business Plan.
• Ensuring employee training opportunities are relevant to the work of the department.
• Ensuring professional and thorough record keeping of all client records in Community Services.
• Keeping and monitoring of service data and reporting to MCYS / MCSS and community planning tables.
• Administration of financial resources.
• Proposal writing, planning & development for new initiatives/services/supports/fundraising.
• Supporting cross regional internal Kerry’s Place capacity development work.
• Provide a role model and apply consistent practices to reinforce the Mission, Vision, Values, Principles, Policies and Procedures of Kerry’s Place Autism Services and the Community Services Practices developed by Kerry’s Place.
• Provide leadership and responsibility for health and safety of employees and for safety of all Community Services sites.
• On call responsibilities shared with another Director of Community Supports.
• Providing a solid leadership role within Kerry’s Place and within the community in the areas of supporting individuals with ASD to have a good quality of life living in the community.
• Ongoing mentoring of Kerry’s Place employees for purposes of staff development, improved quality of services, and succession planning.
• Represent and promote Kerry’s Place in the community, reflecting Kerry’s Place mission and values.
• Support and accountability to the Senior Management team at Kerry’s Place.
• Sharing best practices of support for individuals with ASD.

The successful candidate will possess the following qualifications:

• Possess an Accredited University Degree in Social Services or Human Services complemented by management training, and at least 5 years of experience as a social services manager.
• A commitment to working with and on behalf of individuals with ASD is essential.
• Excellent communication, interpersonal and team-building skills are required.
• Strong administrative skills, including team planning, human resources management, financial planning and financial management.
• Familiarity with applicable legislation and regulations is essential.
• Ability to build effective and harmonious working relationships with individuals, employees, families, volunteers, agency partners and the community.
• Practical working knowledge of the applicable community processes in the region and its community partners and initiatives is essential.
• Must have the ability to physically support children, youth and adults with Autism Spectrum Disorder. Must have the ability to complete the NVCI certification as well as perform the required physical techniques. Training will be provided.
• Strong leadership skills and a commitment to a team approach are required.
• A valid Driver’s License, with a minimum G2 and a reliable vehicle.
• French language skills will be considered an asset, as are other fluencies in additional languages.

In addition to a competitive compensation package, we focus on health and wellness including fitness and family-focused benefits and work life balance.

*Kerry’s Place is an equal opportunity employer and is committed to diversity and inclusivity in employment and welcomes applications from all qualified persons. Kerry’s Place is also committed to*
providing accommodations for persons with disabilities. If you require an accommodation, we will work with you to meet your needs.

To apply:
Internal applicants – Please apply through ADP. Log in and go to Myself > Talent > Career Centre
External applicants - Click here to apply

This position is open to internal and external applicants. Only those selected for an interview will be contacted.

We thank all applicants for your interest in Kerry’s Place Autism Services.