

Supervisor, Assisted Living Services, Supportive Housing (Full-Time)

The Assisted Living for High-Risk Seniors, Supportive Housing programs enables the community to better assist seniors with complex needs to remain in their own homes, with suitable support. Community Care Durham is seeking an experienced leader to support the development of the programs in various locations throughout Durham Region.

Reporting to the Director, Personal Support Services, the Supervisor is responsible for the supervision and provision of services to clients within the programs as well as provide supervision to program staff to ensure that CCD policies and procedures are met.

Responsibilities include but are not limited to the following:

- Provide client support by conducting client visits and developing care plans for new and existing clients
- Follow up with clients and/or caregivers with any concerns in a time sensitive and efficient manner
- Support program staff by resolving issues in coordination with Care Coordinators and the Program Manager
- Monitor staff schedules in CCD Databases and ensuring adherence to legislative requirements
- Provide support and mentorship to new hires
- Participate in the recruitment and selection process for Personal Support Worker and program staff roles
- Conduct supervisory visits for Personal Support Workers and providing constructive feedback
- Complete client assessments in conjunction with the Care Coordinators
- Check HPG referrals weekly to manage new referrals and the existing waitlist
- Prepare monthly reports on Hub performance
- Complete program reviews with the Manager and implement feedback and action plans to meet MSAA targets
- Participate in the on-call rotation and be willing to work evenings, weekends and statutory holidays as needed
- Complete general administrative duties as needed

Qualifications required:

- Post-secondary education degree or diploma in Health Sciences or Healthcare related field
- Nursing or other health care designation is an asset
- Registration in good standing with a Regulated body is an asset
- Minimum three (3) years' experience in a supervisory role is an asset
- Strong knowledge of the principles and practices of personal support services and scheduling
- Experience in client assessment, PSW supervision and Alayacare (or similar) software required
- Intermediate level computer skills required (MS Office and Internet)
- Experience working in non-profit and community care environments is an asset
- Ability to work in a safe manner and promote the health and safety of all staff, volunteers, clients, and the community as outlined within CCD policies
- Satisfactory Police Vulnerable Sector Check or Enhanced Police Information Check
- Ability to travel efficiently within Durham Region

Compensation: Starting at \$55,000 annually; 3 weeks' vacation per year of work (pro-rated to hours worked); 11 paid (including stat) holidays; health, insurance and pension benefits when eligible.

* Pay will be commensurate based on education and experience

Please apply in writing referencing posting #2023-84 outlining qualifications and experience by 4pm, on Tuesday, January 9th, 2024, to

Human Resources, Community Care Durham email: careers@communitycaredurham.on.ca