



## CAREER OPPORTUNITIES

### Internal Posting

**Date:** July 25, 2022

**Position:** Program Supervisor

**Location:** TBD

**Salary:** Starting at \$55, 808

**Hours:** Flexible to meet the needs of the team and the people receiving supports (to be discussed in interview)

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*Aptus Treatment Centre delivers holistic, person-centered quality services to people who have intellectual disabilities, their families, and the community. Being a part of our team means that you will have continuous opportunities to learn and develop skills, share your interests with others and build positive, supportive working relationships with highly valued staff teams, students and volunteers. We welcome applications from exceptional, qualified candidates and look forward to meeting you.*

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#### **Position Summary:**

The Supervisor at Aptus Treatment Centre reports to the Team Manager and is a member of the management team. The supervisor will provide leadership, support, resource management, quality planning, implementation, monitoring and evaluation to ensure ongoing alignment with the Mission, Vision and Values of the organization.

The supervisor provides guidance, direction, coaching and mentorship for direct support professionals and team leads. The supervisor will ensure that resources and supports are aligned with people's outcomes and reflect personal, social, cultural, spiritual, recreational and community preferences and interests.

The supervisor supports the team to sustain quality, person-centered services and leads teams to respond to and navigate through changes successfully.

The supervisor exemplifies and leads teams to fulfill the Organization's Mission, Vision and Values.

#### **Specific Duties and Responsibilities:**

- Serve as a role model to Aptus Treatment Centre staff by demonstrating positive leadership, setting expectations and supporting achievement of the Mission, Vision and Values.
- Oversee and ensure continuous program compliance with Ministry of Community and Social Services, public health requirements, funder guidelines and all relevant legislation (e.g. rights, privacy, occupational health & safety).

- Provide oversight and management of a team. Lead, direct and manage direct reports in day to day operations.
- Provide support to team members in order to uphold organizational policies and procedures.
- Foster open and transparent communication with direct support professionals, team leads and people receiving services.
- Support the creation and sustainability of a culture that embraces productive change and exemplary services with people we support.
- Oversee and support the development of Individual Support Plans/Person Centered Plans using Personal Outcome Measures.
- Oversee achievement of people's goals. Work with community resources and social networks to achieve goals.
- Provide oversight, advocacy and feedback regarding the development, implementation and evaluation of Behaviour Support Plans and strategies to ensure effectiveness.
- Advocate with and on behalf of people supported.
- Exemplify the organization's commitment to diversity in all services, including age, culture, religion, sexual orientation etc.
- Ensure that day to day operations are aligned with individual and organizational goals.
- Identify risks to the team manager and collaborate on possible solutions.
- Recognize and understand the nature of change while inspiring and supporting staff in the change process through seeking input and idea generation.
- Exhibit emotional resilience and the ability to maintain objectivity and calm assertiveness in all situations.
- Foster an organizational environment that promotes development and success of others through appreciative inquiry, coaching, mentoring and performance management.
- Generate enthusiasm and passion for empowering team members to provide person centered supports.
- Oversee program budgets to ensure the effective allocation of financial resources and expenditures within the budget limitations provided. Report variances to the team manager and make recommendations to minimize overages.
- Support effective recruitment and retention practices and decisions.
- Identify and ensure that staff training needs are acted upon.
- Oversee completion of all required reports. Complete all administrative duties as required.
- Participate in and lead team meetings. Participate in organizational/community events as requested.
- Participate in other tasks, projects or activities as assigned.

### **Qualifications**

- Relevant Degree or Diploma in Human Services, Psychology, or other related field or equivalent education and experience.
- Strong understanding of intellectual disabilities, mental health issues and dual diagnosis.
- A minimum of one year of proven experience in a leadership role in a community or human services environment.
- Demonstrate ability to develop and maintain of positive relationships with others internally and externally to the organization.
- Strong understanding of disability issues, resources and legislation relevant to supporting people with an intellectual disability, including Human Rights and poverty.
- Demonstrated ability to successfully lead teams using a collaborative approach.
- Strong listening, observation and communication skills.
- Demonstrated resourcefulness and creative approaches to address challenges and pressures.

- Strong interpersonal and relationship building skills.
- Strong ability to cope with stressful situations and manage crisis situations.
- Strong planning, organizing and time management skills; ability to manage competing priorities.
- Demonstrated confidence and ability to effectively adopt change management strategies.
- Knowledge of alternative communication strategies and technology that enhances independence is an asset.
- The ability to speak fluent English and demonstrate effective written communication skills in English. French and knowledge of other languages is an asset.
- Strong administrative and technological skills; intermediate or higher computer skills.
- Ability to be flexible in hours worked.
- Willingness to participate in the organization's on call emergency system as required.
- Has a valid G2/G Driver's License in Ontario and demonstrates an acceptable driving record.
- Certified in First Aid, CPR and the organization's approved crisis intervention training. Willingness to participate in orientation and annual reviews as required by legislation.

### **Reporting Relationships**

**Reports to:** Team Manager

Direct Support Professionals and Team Lead reports directly to the supervisor.

**Start Date:** TBD

*Aptus is committed to providing a diverse, equitable, and inclusive workplace where everyone feels safe and accepted as their authentic selves. We actively seek qualified candidates who share our commitment to equity and inclusion, and contribute to the diversification of ideas and perspectives that help us innovate and provide the best possible care to our clients.*

*We welcome applications from people of all ancestries, national origins, races, creeds, colours, religions, genders, gender identities or expressions, sexual orientations, genetics, abilities, ages, body sizes, veteran status, or any other characteristics that make each of us different.*

*PLEASE NOTE: To protect the health and safety of our staff, the people we support and their families and in the interest to follow strong public health measures, it is a requirement of employment at Aptus to be fully vaccinated against COVID-19 in accordance with our Vaccination Policy.*

**Note: References will only be checked for candidates who meet certain qualifications.**

### **Please Quote Job Posting: PRGMSUP**

*Please send your letter of application and current resume to [jobs@aptustc.com](mailto:jobs@aptustc.com) by **5 pm on Thursday August 4, 2022.***

*We thank all interested applicants, however, we will only contact those who best meet the requisite skills, experience and qualifications. Aptus is committed to providing a diverse, equitable, and inclusive workplace where everyone feels safe and accepted as their authentic selves. We actively seek qualified candidates who share our commitment to equity and inclusion and contribute to the*

*diversification of ideas and perspectives that help us innovate and provide the best possible care to our clients.*