

**Parents for Community Living  
Internal Job Posting  
St. Charles Home  
Assistant Supervisor - Respite**

PCL has a vacancy for an Assistant Supervisor- Respite at our St. Charles Home. Three weekends per month, Friday 12pm-10pm, Saturday 12pm-10pm and Sunday 12pm-10pm.

Type of Position: Permanent – this position will be responsible to the Program Supervisor to provide consistent communication and support to respite families and those supported and to ensure supervision and support on weekends. (Job Description Attached)

Approximate Start Date: June 17, 2019

Pay Rate: \$21.80 per hour  
Incumbent: N/A

Benefits This position is eligible for our Group Benefit plan after the three-month probationary period.  
This position is eligible for paid sick time after the three-month probationary period  
This position accrues vacation for paid time off.

**General Instructions:**

- Applicants must clearly demonstrate on their application and during the selection process that they meet all the essential criteria.
- All letters of intent must include a current resume and a confirmation that you have informed your current supervisor.
- You will only be contacted for an interview if you meet the essential qualifications.

**Essential Qualifications:**

Education:

- D.S.W., B.A. in related field, CYW, or proven equivalence by an accredited college or university.

Operational Requirements:

- Current First Aid and CPR, CPI, Valid G class driver's license.

Experience:

- Experience in developing and facilitating individual life/goal plans in cooperation with other support networks
- Experience in fulfilling leadership roles
- Experience in supervision and developing others through coaching
- substantial experience in supporting individuals with developmental disabilities, behavioural challenges, and/or other disabilities

- Experience in providing personal care
- Experience working with families in the planning and delivery of supports
- Experience in administering and managing medications
- Demonstrated experience in utilizing CPI techniques

**Ability, Skill and Knowledge:**

- demonstrated ability to plan activities that reflect individual interests
- ability to support a number of people with different needs at any given time.
- Proven ability to prioritize tasks while juggling multiple schedules in a busy environment.
- Skilled in utilizing computer software for documentation and reports.
- Knowledge of employee responsibilities in accordance with the Occupational Health and Safety Act.
- Proven ability to present an image of professionalism and have a positive impact while promoting an environment of quality customer service.
- Strong written and verbal communication skills
- Ability to work independently and in a team environment.

**Personal Suitabilities: (Core Competencies)**

- Creative Problem solving and decision making. Uses logic and common sense to solve problems. Generates solutions to work situations, trying different and novel ways to deal with challenges.
- Initiative – a self-starter who takes appropriate action
- Adaptability – maintains effectiveness in varying environments
- Teamwork – works respectfully and effectively as a member of a group.
- Develops others – through coaching and support and delegation of responsibilities as an opportunity for others to grow.

**Asset Qualifications:**

Experience in medication receiving, administration and documentation would be an asset. Experience in professional communication with families/guardians would be an asset

**AODA Statement:**

Parents for Community Living is committed to developing inclusive, barrier-free selection and appointment processes and work environments. If contacted in relation to this process, please inform the organizations representative of your need for accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner.

**Diversity Statement:**

Parents for Community Living is committed to building a diverse workforce reflective of Canadian society. As a result, it promotes employment equity and encourages women, Aboriginal persons, persons with a disability and members of visible minority groups to apply.

To apply please forward you application to  
 Brenda Van Houtven  
 Human Resources Director  
 Email at [brendavh@pclkw.org](mailto:brendavh@pclkw.org)  
 By June 10, 2019