



INTERNAL/EXTERNAL JOB POSTING (Job Posting # 2020-76)

TITLE: Supported Independent Living (SIL) Supervisor
POSITION STATUS: Full Time – Permanent
SCHEDULE: 40hours/week (with flexibility as required)
REPORTS TO: Program Manager

POSITION SUMMARY:

The Bob Rumball Canadian Centre of Excellence for the Deaf (BRCCED) is a provincial leader in the Deaf community. Our Programs support Deaf, Hard of Hearing, and Deafblind adults some of whom have complex behavioural, developmental and/or mental health diagnoses.

Reporting to the SIL Manager, the SIL Supervisor is responsible for the implementation, maintenance and evaluation of community programming within two Supported Independent Living programs in Milton and Toronto. The SIL Supervisor provides leadership and case coordination regarding the implementation and monitoring of client centered community and individual support plans. The SIL Supervisor participates/leads the front line staff in community meetings. The SIL Supervisor will also support the daily operations of each program in support of the Agency's mission and Ministry Compliance Regulations.

PRIMARY DUTIES

- Promote an evidence-based, best practice approach to care including ongoing measurement, revision and evaluation of support plan and community programming
 - Participate in advocacy for individual clients within staffing team, organization and community to increase access to services, accessibility and inclusion
 - Work closely with families, caregivers, and community partners; Conduct home visits as required
 - Ensure units are properly maintained and in accordance with the standards of the Ministry of Community & Social Services, and the Ministry of Labour and meets our mission, vision and values for our clients
 - Provide direct service and coaching in regards to crisis intervention with clients
 - Participate in the coordination and implementation of discharge and after care planning for clients
 - In conjunction with front line staff, liaises with outside community networks and health professionals with regard to clients' health and psychiatric needs.
 - Use structured mechanisms to support Primary Worker tasks to ensure timely and effective completion of client profile binders, individual/treatment support plans, and person directed planning etc.
 - Conduct regular audits of client profile binder, medication administration documentation, safety management structures; provide staff feedback as necessary and ensure the proper storage of records for the purpose of client confidentiality
 - Participate in setting, evaluating and meeting service targets and compiles and inputs statistical data
 - Participate in the development, implementation, and evaluation of program content and protocols
 - Review and coordinate workload distribution and work assignments
 - Review all reports of the program staff to ensure quality and compliance to various program standards
 - Support maintenance of a system that provides accurate records, including maintaining receipts for all purchases on behalf of the people we support. Regularly monitor the system to ensure information is correct and current
 - Complete all required paperwork related to Ministry documentation, data collection, etc.
 - Perform other duties as needed and assigned by Program Manager
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QUALIFICATIONS

- Diploma in Human Services related field or equivalent combination of education and experience plus minimum of three (3) years working in a community programming setting and/or with individuals with mental health needs, challenging behaviors, autism and/or dual diagnosis
 - Member or eligible to become member of a recognized certification in the field is an asset
 - Excellent organizational, interpersonal and communication skills (written, verbal, American Sign Language) and understanding of Deaf Culture
 - Excellent organizational, interpersonal and communication skills
 - Experience working with multi-disciplinary professionals and knowledge of varying services in Halton and/or Toronto regions
 - Must be able to work flexible hours to meet internal/external requirements
 - Demonstrated leadership, facilitation skills, creative problem solving abilities, critical thinking, and flexibility with the ability adapt to change and work well under pressure
 - Proven ability to advocate for clients to achieve desired results
 - Demonstrated experience in computer literacy (e.g. Word, Excel, Outlook, Share Vision)
 - Valid Ontario Full G Driver's License with clean driving record and must be willing to drive company vehicle
 - French language/LSQ an asset
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Interested candidates please email resume to: Human Resources at careers@bobrumball.org or fax to 416-449-8881

Please contact the above if you need accommodation at any stage of the application process.

PLEASE QUOTE JOB POSTING NUMBER YOU ARE APPLYING FOR.

We thank all applicants in advance, however, only candidates selected for an interview will be contacted.

Posting Date: September 16, 2020

Closing Date: September 29, 2020

Start Date: Immediate