



SUPPORTS FOR COMMUNITY LIVING  
SUPPORTS POUR L'INTÉGRATION  
COMMUNAUTAIRE

**Vision statement:** *Every person we support will have a full and meaningful life, which means having a home, relationships of all kinds, and a variety of socially valued roles.*

**Mission statement:** *Rygiel Supports for Community Living serves people who have a developmental disability and multiple handicaps. The services are determined by a person's individual needs and are designed to enable each person to be a fulfilled participatory member of the community.*

## **FULL TIME SERVICE COORDINATOR**

(Days, Evenings, & Weekends)

Joining a team of Service Coordinators, the successful candidate will lead teams of employees in a way that will contribute to realizing our vision through effective delivery of services to individuals supported and their families.

You will achieve organizational goals and objectives while supporting the agency's vision through affirmative values-driven stewardship. You will deliver high quality services that are responsive to the individuals being served in a cost-efficient manner. You will create and maintain an environment that is supportive of our employees and contribute to the health of the organization.

### **QUALIFICATIONS:**

- Minimum of two years demonstrated effective supervision in a human service; preferably in an agency providing personal support to people with developmental disabilities would be an asset
- Completion of a relevant degree or diploma in social service or human services (or equivalency of experience and education)
- Healthcare background – nursing, occupational therapy, physio-therapy an asset
- Demonstrated leadership and organizational skills
- Budget accountability and resource management experience an asset
- Commitment to individualized and community-based approach to service delivery
- Evidence of strong interpersonal skills and demonstrated proficiency in oral and written English
- Scheduling experience
- Available for flexible work hours including Days, Evenings and Weekends
- Valid Driver's License; Police Clearance Vulnerable Sector; CPR and First Aid
- Health and Safety training and knowledge of OHSA, including (Competent Supervisor)
- French language (written and verbal) is an asset
- Familiarity with Developmental Services of Ontario
- Proven computer skills (proficiency in MS Office package, ie. WORD, EXCEL, OUTLOOK, AIMS)

### **COMPETENCIES:**

- Collaboration within team, other agencies and organizations
- Creative problem solving and decision making
- Experience in developing others
- Accountability for self and direct reports
- Supporting age group 18 – 65 +
- Supporting individuals with behavioural challenges
- Ability to manage change
- Relationship/Network building
- Willingness to learn
- Appreciation of diversity, culture and disability
- Demonstrated commitment to the values and vision of the agency

Qualified individuals are invited to submit their resume via fax or email, along with a cover letter before April 26, 2019, to:

RYGIEL Supports for Community Living – Attention: Human Resources

220 Cranbrook Drive, Hamilton, ON L9C 5V7

E-Mail: [humanresources@rygiel.ca](mailto:humanresources@rygiel.ca)

Fax: 905-525-5933

We thank all applicants for their interest, however only those being considered for an interview will be contacted. No phone calls please.

RYGIEL Supports for Community Living is an Equal Opportunity Employer

and will also provide reasonable accommodations, accessible formats and communication supports upon request to persons with disabilities who take part in all aspects of the recruitment and selection process.