



GREATER VANCOUVER COMMUNITY SERVICES SOCIETY

HEAD OFFICE

#500 – 1212 WEST BROADWAY, VANCOUVER, BC V6H 3V1

Telephone: 604-737-4900

Email: info@gvcss.bc.ca

Facsimile: 604-737-2922

Web Site: www.gvcss.bc.ca

Community Living Supervisor - Full Time Reference # 10-100G

About the Opportunity

We are seeking a talented individual to fill the full-time role of Community Living Supervisor for one of our group homes for adults with developmental disabilities. In this position, you will be responsible for ensuring program standards, policies, and program guidelines are met; supervising staff by assigning work, providing feedback and evaluation, determining training requirements, orienting new staff, and maintaining timekeeping and attendance records; ensuring that goals of the client's individual program plans and personal service plans are designed, implemented, and evaluated on a continuing basis; adhering to the assigned budget of the program, and authorizing budgeted expenditures and maintaining records; preparing reports.

Qualifications

- Two years recent related experience and one year recent supervisory experience.
- Post-secondary certificate in a related field; Completion of a supervisory certificate from a recognized educational institution, or an equivalent combination of education, training and experience.
- Valid Class 4 B.C. Driver's License
- Current, valid "Emergency Adult Care" First Aid and Cardio-pulmonary certification
- Capable of producing comprehensive documentation.
- Articulates ideas clearly and concisely in a variety of settings, adjusting the message to match the audience.
- Writes effectively using various styles to address a wide range of needs and audiences.
- Excellent people skills: interacts effectively and works productively with a wide range of people.
- Excellent people management skills including delegation, giving feedback, promoting teamwork, and performance management.
- Can be trusted to maintain confidentiality and advocate company values.

Qualified candidates can send their resume by fax, quoting Ref #10-100G, to 604 737-2922, or by email to: ljohnson@gvcss.bc.ca.

*Greater Vancouver Community Services Society is an Equal Opportunity Employer.

Employment is contingent upon successful completion of a Criminal Record Search and medical fitness and Tuberculosis screening.