

McMan Youth, Family, and Community Services

~HELP MAKE A DIFFERENCE~

The Transitional Supported Independent Living Program for Youth Requires an:

ASSISTANT PROGRAM SUPERVISOR

Hours: Monday –Friday 7:00am—3:00pm & 3:00pm—11:00pm shifts. Flexibility is a must as some weekends and overnights may be required.

Details: The Assistant Program Supervisor reports directly to the TSIL Program Supervisor. The Assistant Program supervisor will be responsible for the day to day operation of a home that provides services to 6 co-ed youth 15-18 who are gaining experience in preparing to live on their own in the community. The ideal candidate is energetic, enthusiastic and creative and is passionate about providing an environment and experience that will support youth in being successful.

In addition the Assistant Program Supervisor requires the ability to motivate the team. An ability to work independently is essential as the staff to youth ratio is 1:6. Responsibilities will include leadership of staff and some direct supervision of part-time staff, daily care and upkeep of the home, case management duties for 3 of the youth, organizing day to day scheduling within the home to meet the youth's needs, participating in program development/improvement as well as day to day financial tracking.

Why Work For McMan:

- ◆ An opportunity to make a difference in the lives of young people
- ◆ A chance to work with a committed team of professionals
- ◆ Comprehensive benefit package that begins day one of employment
- ◆ Generous vacation allowance and personal days
- ◆ Opportunities for professional growth and development; paid training
- ◆ A commitment to a healthy work life balance

As one of the ideal candidates, you possess:

- ◆ Completed Degree/Diploma in the Human Services; equivalencies may be considered
- ◆ Two (2) years experience directly supporting youth; **including 6 months supervisory experience**
- ◆ Police Information Check including Vulnerable Persons Sector Check (within the last 6 months)
- ◆ Children Services Intervention Record Check (within the last 6 months)
- ◆ Valid Class 5 drivers license and current drivers abstract are **required**; auto insurance is an asset, however not required
- ◆ Strong leadership, organizational and decision making skills
- ◆ Good critical thinking skills and able to lead independently
- ◆ Ability to assist with medication administration
- ◆ Desire to see youth succeed

Rate of Pay: \$26.82—\$30.18 per hour; based on experience and education

Closing Date: December 14, 2017

Competition #: 10TSILAPS—005 (Please quote on cover letter or resume)

Please apply to McMan Human Resources:

Mail: 11016-127th Street, Edmonton, Alberta T5M 0T2

Fax: (780) 409-9419

Email: careers.edmnorth@mcman.ca

For more information please visit our website at www.mcman.ca

Thank you for your interest. Only short-listed candidates will be contacted for an interview.



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