

COORDINATOR OF RESIDENTIAL SERVICES - RED DEER

Leave of Absence Coverage: ASAP – January 31, 2022 with the possibility of extension.

The Company:

Parkland CLASS is a dynamic human services organization with 600+ employees. We provide supports to children and adults with developmental disabilities in Central Alberta and the Northwest Territories.

The Position:

Our Red Deer office is looking to fill a key position within our Services Management Team. This challenging role requires someone who has strong problem-solving and communication skills. The incumbent taking on this challenging role will be required to exercise sound judgement, interpret and apply Agency policies, procedures and the Collective Agreement.

Under the general direction of the Manager of Adult Residential Services, the Coordinator of Residential Services is responsible for the oversight and management of approximately 13 residential facilities. This includes but is not limited to:

- assisting with managing transition planning, orientation and integration of individuals in service to the residences
- assist in overseeing the monitoring and provision of wellness of the individuals in service;
- assist with managing the development and implementation of the ISP's for the individuals in service
- monitoring rehabilitation assessments
- provide leadership and oversight to the staff involved in delivery of residential programs
- assist with managing the overall administrative responsibilities of the residential programs including payroll, finances, variance reporting and data collection
- provide training & support to both frontline & supervisory staff; and
- coordinating crisis response
- assisting and working with COVID positive individuals as required

Requirements:

- Completed 2-year post-secondary Diploma in Human Services or related field (International Qualifications Assessment required if applicable).
- Minimum 5 years' experience working with individuals who have developmental disabilities; with at least 2 years in a coordinator or other senior supervisor position.
- Ability to manage time effectively and complete tasks with a high degree of accuracy and efficiency, while dealing with competing priorities and frequent interruptions.
- Proficiency in Microsoft Office. Knowledge of a ShareVision/SharePoint system would be an asset.
- Acceptable Police Information Check & Child Intervention Check.

Parkland Community Living and Supports Society



- Class 5 Drivers license, own vehicle, and willingness to transport individuals.
- Valid insurance and registration, and acceptable drivers abstract
- Self-directed, team-oriented professional who is able to meet the demands of a large department as well as has the ability to develop positive relationships with individuals in service, parents, guardians, staff and co-workers.
- Knowledge of Red Deer community services is essential

Hours of Work: Average hours will be 40 per week; primarily Monday–Friday 8 am – 4:30pm; however, you must be able to work some evenings and weekends and be available for a scheduled on call rotation.

Salary:

- \$4,467 per month or \$25.77 per hour

Please forward cover letter and resume quoting competition #7082ASCO by **October 29, 2021** to:

Human Resources, Fax: (403) 986-2404 or E-Mail: HR@pclass.org

**We thank all applicants but only those selected for an interview will be contacted.
Competition will remain open until a suitable applicant is found.**

Internal applicants, please use Parkland CLASS internal process to apply.

www.parklandclass.org

October 20, 2021
Parkland C.L.A.S.S.

Parkland Community Living and Supports Society



ADULT RESIDENTIAL SUPERVISOR

Term covering a leave of absence: ASAP to April 29, 2022

We have an excellent opportunity for an experienced caregiver to oversee and participate in the overall program delivery for 3 individuals with developmental disabilities living in the Red Deer community.

This position will be trained in the proper use of PPE and will be required, if needed, to provide direct support to individuals that are in isolation pending the results of COVID tests or who have tested positive for COVID.

The Company:

Parkland C.L.A.S.S. is a family based organization, focused on increasing the quality of life for children and adults with developmental disabilities through individual choice, dignity and rights since 1963. We support over 350 Individuals in Central Alberta.

The Position:

Supervise and participate; in the wellness and daily care of each individual, in the development and implementation of personalized plans for each individual, in the completion of logs, reports, daily household chores, and routine housekeeping. Develop a positive team atmosphere, train and **supervise a team of approximately 17 employees**, and budget management.

Hours of Work: 40 hours per week: Monday to Friday: **8am – 4pm**

Wage: \$23.10 - \$24.69 per hour

The Requirements:

- Completed 2-year Post-Secondary Diploma in Human Services or related field (International Qualifications Assessment required, Diplomas acquired under 2 years not accepted)
- 3 years of experience in a related field
- A **minimum** of 1-year experience in a supervisory position
- Experience following behavior programs & positive approaches to manage behaviors of concern
- Experience caring for medically fragile individuals; including seizures.
- Class 5 driver's license and own vehicle (with valid insurance & registration)
- Acceptable Driver's Abstract
- Acceptable Police Information Check & Child Intervention Check

Please send a cover letter & resume quoting **Comp # 6942ARSU** to:

Fax: 403-986-2404 or E-mail: hr@pclass.org

If you would like to gather more information regarding this position, please contact Andreea Paunescu, HR Coordinator at 403-986-2400.

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Parkland Community Living and Supports Society



Independent lifestyles (ILS) – Team Leaders

Supervising, promoting & supporting positive growth.

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Description:

Supporting an individual to achieve their personal development goals, promoting independence, participating in meal planning, grocery shopping, preparing meals, household chores, documentation and budget management.

Positions:

- **Comp #6892TLLH:** 13 hours per week; Wednesday (9am-3pm) & Thursday (12–7pm); hours may change depending on individual's work schedule. Wage: \$18.32 - \$19.96per hour
- **Comp#6811TLWM:** 20 hours per week; Monday – Friday; 9 am – 1 pm; Wage: \$23.10-\$24.69 per hour & 5 hours per week; ILS Aide; Monday – Friday; 1 pm – 2 pm; Wage: \$16.50-\$17.94 per hour

The Requirements:

- Completed 2-year post-secondary diploma in Human Services field (International Qualifications Assessment required where applicable)
- 3 years of experience in a related field
- A **minimum** of 1-year experience in a supervisory position
- Class 5 driver's license and own vehicle (with valid insurance & registration)
- Acceptable Driver's Abstract
- Acceptable Police Information Check & Child Intervention Record Check
- Self-initiated, organized, good interpersonal skills, conflict resolution skills, experience following behavior support plan, using positive approaches and utilizing de-escalation techniques.

Why Apply?

- To make a positive impact in an individual's quality of life
- To join a group of welcoming, passionate, and results driven people
- Extensive training provided at no cost
- Competitive RRSP & Benefit Plans (25 hours or more per week)
- Excellent learning environment with great opportunities

Please send a cover letter & resume quoting the applicable **Comp #** to:

Fax: 403-986-2404 or E-mail: hr@pclass.org

www.parklandclass.org

September 2021
Parkland C.L.A.S.S.