Parkland Community Living and Supports Society

COMMUNITY PROGRAM COORDINATOR

Would you like a rewarding opportunity to work in a team-oriented environment supporting adults with developmental disabilities through the coordination of community programming?

The Company:

Parkland CLASS is a dynamic human services organization with 600+ employees. Based out of Red Deer, we provide support to children and adults with developmental disabilities throughout Central Alberta, with additional support in the areas of Special Needs and Mental Health services.

The Position:

Our Red Deer office is looking to fill a key position within our Service Management Team. This rewarding role requires someone who has strong administrative skills, strong problem-solving and communication skills, and is able to work effectively and collaboratively across multiple departments within the organization. The incumbent taking on this role will be required to exercise sound judgement as well as interpret and apply agency Policies, Procedures and a Collective Agreement.

The Community Program Coordinator works as a team under the general direction of the Program Manager and is in charge of managing and supervising the service within our Community Bridging and RELAX Crew programs. Additionally, the incumbent will provide key administrative support to the program by analyzing and completing various administrative procedures. This includes but is not limited to:

- oversee and support the day-to-day activities of the individuals, and their staff
- oversee and manage the operation of a Social Club with approximately 220 members
- manage intake, transition planning, orientation and integration of individuals into the program
- assist with the development and implementation of the service plans for the individuals
- provide leadership, oversight, training & support to employees within the community programs
- assist with managing the overall administrative responsibilities of the community programs including scheduling, payroll, finances, accreditation files, and data collection
- acts as a general resource to Community Bridger's, individuals in service, families, and outside agencies and individuals

Hours of Work:

The position is 40 per week; primarily Monday–Friday 8:00am – 4:30pm. However, you must be able to work evenings and weekends as required to support individual activity programming and be available for on call duties as required.

Salary:

- Bi-Weekly $2294.40 - $2410.40
- RRSP and Group Benefit Plan

Parkland Community Living and Supports Society

The Requirements:

- Completed post-secondary Diploma/Certificate in Human Services, Recreation Therapy, or related field (International Qualifications Assessment required if applicable).
- Minimum 2 years' experience in a coordinator or other senior supervisor position.
- Experience working in human services or health disciplines.
- Experience or knowledge of Indigenous cultures would be considered an asset.
- Ability to manage time effectively and complete tasks with a high degree of accuracy and efficiency, while dealing with competing priorities and frequent interruptions.
- High degree of proficiency in MS Office Suite, including Word, Excel, Outlook, PowerPoint and Publisher
- Experience in a SharePoint system would be an asset
- Acceptable Police Information Check & Child Intervention Check.
- Class 5 Driver's license, own vehicle, and willingness to transport individuals.
- Valid insurance and registration, and acceptable drivers abstract
- Some equivalencies of experience and/or education may be accepted

Why Apply?

- Be a part of a welcoming and dynamic team that fosters creative approaches and provides a meaningful service to the community.

Please send a cover letter & resume quoting **Comp #8621BPCO** by **November 26, 2026** to:
Fax: 403-986-2404 or E-mail: hr@pclass.org

We thank all applicants but only those selected for an interview will be contacted.

Parkland Community Living and Supports Society

INDEPENDENT LIFESTYLES (ILS) – TEAM LEAD

We have an excellent opportunity for an experienced Team Leader to oversee and participate in the service delivery for an independent adult female with developmental disability in the Red Deer community.

The Company:
Parkland C.L.A.S.S. is a dynamic human services organization, focused on increasing the quality of life for children and adults with developmental disabilities through individual choice, dignity and rights since 1963.

The Position:
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.

- 12 hours per week: Monday, Wednesday, Friday: 10am – 2pm
- Hourly wage: $20.37- $22.19

The Requirements:
- Completed 2-year post-secondary diploma in Human Services 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
- 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, and conflict resolution skills.
- Proficiency with ShareVision/ Sharepoint platform and Microsoft office would be an asset.
- Ability to manage time effectively and complete tasks with a high degree of accuracy, while still attending to the needs of individuals.
- Eligible for Benefits if combined with other position to gain 25 hours/week or more: Voluntary RRSP matching up to 3% and Group Benefits (Medical, Dental, Life, AD&D, LTD & Critical Illness), Employee Assistance plan.

Please send a cover letter & resume quoting **Comp #8592TLBI** to: Fax: 403-986-2404 or E-mail: hr@pclass.org

If you would like to gather more information regarding this position, please contact Nicole Schultz, Program Coordinator at 403-347-3333.

Competition will remain open until a successful candidate is found.

Parkland Community Living and Supports Society

ADULT RESIDENTIAL SUPERVISOR

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

The Company:

Parkland C.L.A.S.S. is a dynamic human services organization, focused on increasing the quality of life for children and adults with developmental disabilities through individual choice, dignity and rights since 1963.

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 7 employees, and budget management.

Hours of Work: 40 hours per week: Monday to Friday: **8am – 4pm**
Wage: $25.68 - $27.46 per hour
Benefits: Voluntary RRSP matching up to 3% and Group Benefits (Medical, Dental, Life, AD&D, LTD & Critical Illness), Employee Assistance plan.

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 and positive approaches to manage behaviors of concern, as well as Care Plans to meet medical needs.
- Ability to manage time effectively and complete tasks with a high degree of accuracy, while still attending to the needs of individuals.
- Proficiency with Sharevision/ Sharepoint platform and Microsoft office would be an asset.
- Class 5 driver's license and own vehicle (with valid insurance & registration)
- Acceptable Driver's Abstract
- Acceptable Police Information Check & Child Intervention Check

Please submit a cover letter & resume quoting competition **#8584ARSU** 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 the position is filled.

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

www.parklandclass.org

Parkland C.L.A.S.S.

Parkland Community Living and Supports Society

CHILDREN RESIDENTIAL SUPERVISOR

We have an exciting opportunity for an experienced Supervisor to lead and support a specialized residential service for a medically complex child with developmental disabilities in Red Deer.

The Company:

Parkland C.L.A.S.S. is a dynamic human services organization, focused on increasing the quality of life for children and adults with developmental disabilities through individual choice, dignity and rights since 1963..

The Position:

Supervise and participate in the wellness and daily care 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 4 employees, and budget management.**

- **Hours of Work**: 8 hours per week: Monday 8am-12pm & Thursday 8am-12pm
- **Wage**: $25.68 - $27.46 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 and positive approaches to manage behaviors of concern, as well as Care Plans to meet medical needs.
- Ability to manage time effectively and complete tasks with a high degree of accuracy, while still attending to the needs of individuals.
- Proficiency with Sharevision/ Sharepoint platform and Microsoft office would be an asset
- Class 5 driver's license and own vehicle (with valid insurance & registration)
- Acceptable Driver's Abstract
- Acceptable Police Information Check & Child Intervention Check

Please submit a cover letter & resume quoting competition **#8607CRSU** 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 the position is filled. Internal applicants, please use Parkland CLASS internal process to apply.

Parkland Community Living and Supports Society

ADULT RESIDENTIAL SUPERVISOR

We have an excellent opportunity for an experienced Supervisor to oversee and participate in the overall program delivery for 2 individuals with developmental disabilities living in the Red Deer community.

The Company:

Parkland C.L.A.S.S. is a dynamic human services organization, focused on increasing the quality of life for children and adults with developmental disabilities through individual choice, dignity and rights since 1963.

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 12 employees, and budget management.

Hours of Work: 40 hours per week: Monday to Friday: **7am – 3pm**
Wage: $25.68 - $27.46 per hour
Benefits: Voluntary RRSP matching up to 3%, Group Benefits (Medical, Dental, Life, AD&D, LTD & Critical Illness), and Employee Assistance plan.

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 positive behavioral strategies would be considered an asset.
- Experience or knowledge of Indigenous culture would be considered an asset.
- Excellent time management skills and ability to complete tasks with a high degree of accuracy, while still attending to the needs of individuals.
- Proficiency with Sharevision/ Sharepoint platform and Microsoft office would be an asset.
- Class 5 driver's license and own vehicle (with valid insurance & registration)
- Acceptable Driver's Abstract
- Acceptable Police Information Check & Child Intervention Check

Please forward cover letter and resume quoting competition #**8585ARSU** to: 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 the position is filled.

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

www.parklandclass.org

Parkland C.L.A.S.S.

Parkland Community Living and Supports Society

ADULT RESIDENTIAL SUPERVISOR

We have an excellent opportunity for an experienced Supervisor to oversee and participate in the overall program delivery for 4 individuals with developmental disabilities living in the Red Deer community.

The Company:
Parkland C.L.A.S.S. is a dynamic human services organization, focused on increasing the quality of life for children and adults with developmental disabilities through individual choice, dignity and rights since 1963.

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 development and implementation of behaviour management plans and strategies, in the completion of logs, reports, daily household chores, and routine housekeeping, develop a positive team atmosphere, train and supervise a team of approximately 5 employees, and budget management.

Hours of Work: 40 hours per week: Monday to Friday: **7am - 3pm**
Wage: $25.68 - $27.46 per hour
Benefits: Voluntary RRSP matching up to 3% and Group Benefits (Medical, Dental, Life, AD&D, LTD & Critical Illness), Employee Assistance plan.

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
- Ability to manage time effectively and complete tasks with a high degree of accuracy, while still attending to the needs of individuals.
- Willingness to support/ participate in community activities.
- Proficiency with ShareVision/ Sharepoint platform and Microsoft office would be an asset.
- Class 5 driver's license and own vehicle (with valid insurance & registration)
- Acceptable Driver's Abstract
- Acceptable Police Information Check & Child Intervention Check

Please forward cover letter and resume quoting competition #**8565ARSU** to: Parkland CLASS Attn: Human Resources, 4406 50 Avenue, Suite 303, Red Deer, Alberta T4N 3Z6 Fax: 403-986-2404, E-mail: hr@pclass.org

We thank all applicants but only those selected for an interview will be contacted.
Competition will remain open until the position is filled.

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

Parkland Community Living and Supports Society

ADULT RESIDENTIAL SUPERVISOR – LOA COVERAGE, term position ending August 24, 2027

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

The Company:
Parkland C.L.A.S.S. is a dynamic human services organization, focused on increasing the quality of life for children and adults with developmental disabilities through individual choice, dignity and rights since 1963.

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 14 employees, and budget management.

Hours of Work: 40 hours per week: Monday to Friday: **7am – 3pm**
Wage: $25.68 - $27.46 per hour
Benefits: Voluntary RRSP matching up to 3% and Group Benefits (Medical, Dental, Life, AD&D, LTD & Critical Illness), Employee Assistance plan.

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 and positive approaches to manage behaviors of concern, as well as Care Plans to meet medical needs.
- Ability to manage time effectively and complete tasks with a high degree of accuracy, while still attending to the needs of individuals.
- Proficiency with ShareVision/ Sharepoint platform and Microsoft office would be an asset.
- Class 5 driver's license and own vehicle (with valid insurance & registration)
- Acceptable Driver's Abstract
- Acceptable Police Information Check & Child Intervention Check

Please forward cover letter and resume quoting competition #**8430ARSU** to: 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 the position is filled.

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

www.parklandclass.org

Parkland Community Living and Supports Society

INDEPENDENT LIFESTYLES (ILS) – TEAM LEAD

We have an excellent opportunity for an experienced Team Leader to oversee and participate in the service delivery for an independent adult male with developmental disability in the Red Deer community.

This position will be trained in the proper use of PPE which will be required, if needed, to provide direct support to individuals that are in isolation pending the results of COVID-19 tests or who have tested positive for COVID-19.

The Company:

Parkland C.L.A.S.S. is a dynamic human services organization, focused on increasing the quality of life for children and adults with developmental disabilities through individual choice, dignity and rights since 1963.

The Position:

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

- 20 hours per week: Monday & Wednesday: 11am-6pm, Friday: 12pm-6pm
- Hourly wage: $20.37-$22.19

The Requirements:

- Completed 2-year post-secondary diploma in Human Services field (International Qualifications Assessment required, Diplomas acquired under 2 years not accepted)
- 3 years of experience in a related field
- 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, and conflict resolution skills.
- Proficiency with ShareVision/ Sharepoint platform and Microsoft office would be an asset.
- Ability to manage time effectively and complete tasks with a high degree of accuracy, while still attending to the needs of individuals.

Please send a cover letter & resume quoting **Comp #8563TLLG** to: Fax: 403-986-2404 or E-mail: hr@pclass.org

If you would like to gather more information regarding this position, please contact Nicole Schultz, Program Coordinator at 403-347-3333.

Competition will remain open until a successful candidate found.
We thank all applicants but only those selected for an interview will be contacted.

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