



## Job Posting –Internal/External

**Position:** Manager of Client Services – Special Senior Caregiver Program

**Status:** 1-year contract

**Working Hours:** 37.5 hours/week

**Reporting to:** Senior Manager of Client Services

**Job Summary:** The Manager of the Special Senior Caregiver Program manages the day to day operations and staff of the special Senior Caregiver Program. Takes part in the development of operational policy, procedures and implementation of best practices.

### **Duties and Responsibilities include but not limited to:**

- Manages the program designed to identify and work with individuals with developmental disabilities and their aging caregivers to achieve the objectives and outcomes outlined in the Allan Slaight Fund Trauma-Informed Social Support Program for Aging Caregivers. Develops, manages, facilitates and evaluates a Support Group that is a peer and/or volunteer-led to provide additional social support to caregivers; develop a fully online accessible resource bank of respite options and examine the possibility of seeking funding to create additional trauma-informed respite options in the community.
- Works with the student interns from Humber College - Community Development Program and other identified support persons to create natural systems of support for the target populations.
- Provides education and training as well as ongoing information to individuals with developmental disabilities and their caregivers with the assistance of the Humber College's Faculty of Social and Community Services.
- Provides training and educational opportunities to volunteers, students, and staff in assisting individuals with developmental disabilities and their caregivers to truly engage in; support the development and implementation, and benefit from the program.
- Liaise with others within the agency and other community partners in respect of the design and implementation of the program.
- Perform other duties as required.

### **Qualifications:**

- Degree in Master of Social Work or a combination of other regulated care professional designation and a minimum of 4 years of direct experience relevant to the specific target population being served.
- Current registration with the regulatory College is required
- Program Development and Group Facilitation skills
- Strong Interpersonal, Leadership and Management skills
- Sound clinical knowledge and understanding of the client population and demonstrated ability to work effectively with the target population
- Proficient in MS Office and basic computer.
- A satisfactory Vulnerable Sector Screening (Police Check)
- A valid Canadian Full G driver's license, a satisfactory driver abstract, a minimum \$1,000,000 third party liability insurance and proof that insurance covers the use of the personal vehicle for work.

**Please respond with resume & cover letter by: Oct 09, 2020**

ESS Support Services

Hiring Committee

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*We thank all applicants, but advise that only candidates selected for an interview will be contacted.*

*In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) ESS Support Services will provide accommodation, accessible formats, and communication supports for the interview upon request.*

**ESS Support Services is a not-for-profit agency committed to supporting seniors in their desire to remain in their own homes and their community.**