



## Job Posting –Internal/External

**Position Title:** Manager, Assisted Living and Respite

**Location:** Etobicoke/York, ON

**Status:** Fixed-term contract (6 months) **# of Vacancy:** 1

**Salary:** \$30.77 - \$32.31/hour

### **About ESS Support Services:**

ESS Support Services is an award-winning not-for-profit community support agency that has been supporting older adults, seniors, older adults with disabilities, families and caregivers in the Etobicoke community, and beyond, since 1983.

A community leader for over 40 years, ESS offers a diverse range of high-quality services and accredited programs designed to support the independence, social well-being and health of our clients, along with a helping hand and respite for their families and caregivers.

### **About The Role**

Reporting to the Director of Residential Care and Case Manager, this role manages the day-to-day operations and staff of assisted living and respite program. This role supports a culture of client safety as part of ESS key strategic goals and priorities.

### **What You Will Be Doing**

The Manager of Assisted Living and Respite is responsible to the following, but not limited to:


- Monitor, review and evaluate the Assisted Living and Respite programs; including on-site supervision/visits,
- Provides direct supervision to a team of Personal Support Worker's in the program, including assigning work schedules, attendance management, performance management, recruitment and training. Collaborates with case managers.
- Monitor budgets and key performance indicators of the Assisted Living & Respite programs in collaboration with the department director.
- Ensures regular communication with clients, families, team members and stakeholders in relation to the Assisted Living & Respite program.


### **What You'll Bring**

- Passion for assisting seniors living independently
- Teamwork and team building skills
- Degree or diploma in developmental sector study, social work or related field
- Minimum 3 years experience post graduate working with seniors or individuals with disabilities
- Minimum 2 years of managerial/supervisory experience, preferably in community support services settings
- Maintains a valid Ontario G licence & access to own reliable vehicle on the job is a requirement
- Weekend and after hours on-call commitments are required
- Working knowledge and experience of AlayaCare software, RAI-CHA, HPG and other assessment tools, an asset
- Effective written communication and documentation skills
- Computer Literacy (i.e. Microsoft applications); access to home internet is required
- CPR/First Aid an asset
- Valid Police Vulnerable Sector Check, obtained within 6 months
- Proof of COVID-19 vaccination, upon hire.

## What We Offer

- Hybrid working conditions (subject to operational needs)
- Opportunity to work with an organization committed to supporting each other and our community
- Competitive wages
- Career development opportunities

 **Apply by: April 24, 2026**

 **To apply:** [hiring@esssupportservices.ca](mailto: hiring@esssupportservices.ca) (Indicate the position title in the subject line when submitting your application.)

## Additional Information:

We thank all applicants but advise that only candidates selected for an interview will be contacted. All interviewed candidates will be informed of the hiring decisions within 45 days after final interviews.

At ESS Support Services, we believe that people are more than just a algorithm. While we may use AI tools to help us organize applications, they never replace the human touch. Every resume and interview is personally reviewed by our hiring team to ensure that every candidate is seen, valued, and evaluated fairly by a real person.

### COVID-19 Vaccination Requirement

To protect the health and safety of our employees, clients and their families and in the interest to follow strong public health measures, it is a requirement of employment at ESS Support Services to be fully vaccinated against COVID-19. ESS Support Services will consider cases needing accommodation as stipulated by the Ontario Human Rights Code.

### Equity & Accessibility

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. We strongly encourage applications from women and men, people from racialized communities, visible minorities, persons with disabilities, aboriginal persons and people who identify themselves as LGBTQ2S+ and are committed to having a team that is made up of diverse skills, experiences and abilities.

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.