

EMPATHY

TRUST

GENUINENESS

RESPECT

COMMITMENT



McMan Youth, Family, and Community Services

~HELP MAKE A DIFFERENCE~

The Supported Independent Living Program for Youth Requires an: ASSISTANT PROGRAM SUPERVISOR

Details: The Assistant Program Supervisor reports directly to the Program Supervisor. The Assistant Program Supervisor will show leadership to other staff within the team and be responsible for a caseload of 25 youth, ages 18-25, who are gaining experience in living on their own in the community. The ideal candidate is energetic, enthusiastic, creative and is passionate about providing an environment and experience that will support youth in being successful.

Hours: 40 hours per week — The successful candidate must have a flexible schedule; hours will be Monday to Friday with 2 evening shifts per week ending at 8:00 pm, and also occasional weekend shifts as needed.

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 paid time off
- ◆ Opportunities for professional growth and development; paid training
- ◆ A commitment to a healthy work life balance

In your role you will:

- ◆ Support the youth in developing healthy social, daily living, coping and problem solving skills
- ◆ Promote community inclusion by engaging and supporting the youth with their interests
- ◆ Address individual behavioral issues utilizing appropriate and approved techniques and training
- ◆ Motivate and support the team using leadership skills, providing resources and direct supervision when required
- ◆ Organize scheduling to meet youth and program needs
- ◆ Complete financial documentation and tracking
- ◆ Participate in ongoing program development

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; **One (1) year of 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)
- ◆ Emergency First Aid —Level C CPR + AED
- ◆ Valid Class 5 drivers license, drivers abstract, reliable vehicle and auto insurance **are required**
- ◆ Strong leadership, organizational and decision making skills
- ◆ Good critical thinking skills and the ability to lead independently
- ◆ Strong computer/word processing skills
- ◆ Excellent verbal and written communication skills
- ◆ Desire to see youth succeed

Rate of Pay: \$26.06—\$29.33 per hour; based on experience and education

Closing Date: January 19, 2021

Competition #: 10SILAPS—010 (Please quote on cover letter or resume)

Please apply **BY FAX OR E-MAIL ONLY AT THIS TIME** 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.

Posted January 12, 2021