

## **Assistant Program Supervisor, Supported Independent Living Program**

McMan Youth, Family and Community Services Association



Edmonton, Alberta

McMan Youth, Family and Community Services Association is seeking a skilled Assistant Program Supervisor for our Supported Independent Living program in Edmonton. This important role involves supporting individuals, families, and their networks, making a positive impact within the community.

Full Time - 40 hours per week - The successful candidate must have a flexible schedule; hours will be Monday to Friday with 2 shifts per week from 10:00 am - 6:00 pm, and occasional weekend/Overnight shifts as needed. The shift will be adjusted to meet the needs of youth.

### **Who we are:**

McMan is a dynamic not-for-profit social service agency that provides a comprehensive range of programs and services in the Edmonton and North Region. Our talented and valued employees embody our organizational values of Commitment, Trust, Empathy, Respect and Genuineness in our daily practice. We're proud of the work we do and the individuals we support.

### **What you'll do:**

Reporting to the Program Supervisor, you will show leadership to other staff within the team and be responsible for a caseload of 4 youth in a building consisting of 10 youths, ages 16-22, who are gaining experience in living independently. The ideal candidate is energetic, enthusiastic, creative and passionate about providing an environment and experience that will support youth in being successful.

This individual will ensure that the programs fully meet the needs of individuals, their support network and program funder, while maintaining McMan's values, policies, accreditation standards and fiscal integrity.

Key areas of responsibility will include:

- Motivate, lead and mentor all staff in the program using leadership skills, providing resources and direct supervision when required
- Directly supervise the Live-in Support Worker and Alternate Weekend overnight staff.
- Be an on-call supervisor in rotation with the other 3 Prog. Supervisors and Asst. Prog. Supervisors
- Participate in ongoing program planning & development– Including quality improvement
- Assist in planning and coordination of youth events and activities
- Support the youth in developing healthy social, daily living, coping and problem-solving skills
- Address individual behavioral issues utilizing appropriate and approved techniques and training
- Coordinate apartment turnovers, including light cleaning and garbage removal when youth leave
- Ensure coverage for overnights in the absence of overnight staff
- Coordinate building and site maintenance with the Program Manager
- Complete financial documentation, reporting and tracking in line with Mcman's procedures
- Assist the Program Supervisor with any other administrative duties required

### **What you bring:**

- A post-secondary degree or diploma in human services or a related discipline.
- Two years of directly related experience in youth/family work, six months of which were in a supervisory capacity
- Satisfactory security checks including the Vulnerable Persons Sector Check (from within the last 6 months)
- Emergency First Aid with CPR—Level C CPR + AED
- A reliable vehicle, valid driver's license, vehicle registration, and third-party liability insurance (minimum \$2 million).
- Comfort with driving to various locations as required.
- Effective communication and problem-solving skills. Strong analytical, organizational and time management skills.
- Must have a strong commitment to work effectively as a member of a team and be able to build effective working relationships with internal and external stakeholders.
- Experience with development disabilities, mental health disorders and complex behaviours
- Strong computer/word processing skills
- Good critical thinking skills and the ability to lead independently

### **What's in it for you:**

- A chance to work with a talented and engaged team of professionals in an organization with a great reputation that offers tremendous service in the community.
- An opportunity to work with an organization with a great culture that values and recognizes the humans that work with us and the talent they bring to the table.
- Comprehensive benefits plan that begins on day one of employment.
- Employee and Family Assistance Program.
- Basic life insurance, pension plan, disability and wellness programs.
- Paid holidays and generous paid time-off.
- Opportunities for professional growth and development; paid training.

The Salary range for this position is \$28.49– 32.06 per hour commensurate with education/ experience. McMan offers an environment supportive of ongoing professional development, comprehensive health benefits, and generous paid time off. Interested applicants should submit applications to [careers.edmnorth@mcman.ca](mailto:careers.edmnorth@mcman.ca) noting competition number ESI-6, no later than 4:30pm on February 25<sup>th</sup>, 2025.

*McMan Youth, Family and Community Services is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified candidates. We encourage First Nations, Métis, and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the organization to apply.*

*We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted.*