

## JOB OPPORTUNITY

JOB TITLE: FULL-TIME COMMUNITY SUPPORT SERVICES SUPERVISOR

JOB REF NO: 61-2018

DEPT: COMMUNITY SUPPORT SERVICES

SITE: FORT FRANCES

UNION / NON: NON-UNION

### QUALIFICATIONS:

- Minimum 3 years related experience, preferably in community support services, including coordinating / scheduling work assignments; experience in the field of gerontology an asset
- Computer literacy, proficient in using MS Office applications, including MS Word, Excel and PowerPoint, and other software necessary to perform varied tasks
- Ability to problem solve, exercise good judgement, tact and diplomacy
- Ability to work independently as well as part of a team
- Effective organizational and time management skills
- Strong communication, customer service, and interpersonal skills
- Initiative / self-management, accountability and flexibility/adaptability
- Ability to maintain confidentiality
- Dependable with an excellent attendance record
- Familiar with Occupational Health & Safety workers' rights and responsibilities
- Physically capable of performing the essential duties of the job

### RESPONSIBILITIES:

Under the direct supervision of the CSS Manager, this position is responsible to provide support to the Home Support Program & Assisted Living services for the elderly in the Rainy River District. The position assists the CSS Manager in the planning, organizing, and delivery of all community support services including scheduling the delivery of services by Home Support workers. The position monitors both clients and workers to ensure appropriate services are delivered.

Interested and qualified candidates are invited to submit their resume and Employment Application form by using one of the following options:

1. Email to: [Human.Resources@rhcf.on.ca](mailto:Human.Resources@rhcf.on.ca)
2. Fax to: 807-274-2898 Attention: Human Resources
3. Mail or hand deliver to: Human Resources, 110 Victoria Avenue, Fort Frances, ON P9A 2B7

Resumes accepted for consideration on our advertised positions must quote the job reference number along with the job title. We wish to thank all applicants, however, only those invited for an interview will be contacted directly.