

## JOB OPPORTUNITY

Human Resources Department

**POSITION: PROGRAM MANAGER**

**REGION: Scarborough**

**Community Living Toronto**, one of the largest agencies of its kind in North America, is a dynamic innovative organization committed to a vision of promoting a welcoming community. As a leader in the field, Community Living Toronto offers supports to over 6,000 individuals within an intellectual disability as well as support to their families, including residential and day support, assistance with employment, community support, early childhood services and respite.

### QUALIFICATIONS:

Community College Diploma in Social Services or University Degree in Social Sciences. Six to eight years experience required in the areas of supervision, management, budgeting, and resources allocation. Successful completion of internal legislated and mandated training is required. Use of a car is an asset. Will consider an equivalent combination of education and experience.

### JOB SUMMARY:

Manage and support services developed and delivered in the Scarborough Region. Promote quality support and individualized approach in achieving personal outcomes for people receiving services.

### RESPONSIBILITIES:

Reporting to the Regional Executive Director, Scarborough Region, responsibilities include:

- Identifying and enabling access to resources for people within our services and supports.
- Monitoring expenditures against budgets and take required actions to ensure viability.
- Establishing and developing a staff complement that meets the needs of people receiving services and supports.
- Supervising several subordinates, including supervisors.
- Monitoring and supporting person-directed goals to ensure high quality and meaningful plans are developed.
- Ensuring that service sites are maintained to meet regulatory requirements.
- Participating in regional planning to meet the needs of the agency and its consumers.
- Participating in special projects and committees.

**HOURS OF WORK:** 7.5 hours per day

**SALARY:** \$61,680.00 to \$67,251.00 per annum

**TO APPLY:  
SEND YOUR COVER LETTER AND RESUME TO:**

**Careers@cltoronto.ca**

**PLEASE QUOTE JOB POSTING #E19-44**

**When required, accommodations for disabilities will be provided, on request.**

**We thank everyone for their interest in Community Living Toronto; however only applicants with the necessary qualifications, experience and education will be contacted for an interview.**