



ONGWANADA VACANCY

Ongwanada is committed to improving the quality of life for approximately 600 people with developmental disabilities and their families in Kingston and eastern Ontario and is seeking an experienced and highly motivated individual to fill the following position:

AFTER HOURS SUPERVISOR- CASUAL

File No:	MNU-17-01
Date Posted:	February 9, 2017.
Closing Date:	February 16, 2017.
Location:	Ongwanada Resource Centre
Dates of Vacancy:	March 1, 2017.
Hours of Work:	No Guarantee of hours
Wage:	<u>Hourly:</u> \$24.97-\$27.78

POSITION:

The After Hours Supervisor ensures the provision of coordinated services and support to clients and staff on evening, night, weekends and holiday shifts, in association with departmental staff and "on call" administrators.

DUTIES AND RESPONSIBILITIES:

Ensuring adequate levels of staffing
Making rounds of Ongwanada community residences and facilities
Notifying supervisors of staff and client incidents, staffing concerns or other pertinent information
Other duties as assigned

For the complete position description please contact Human Resources at careers@ongwanada.com

QUALIFICATIONS, SKILLS & KNOWLEDGE REQUIRED:

- A degree or diploma from a Social Services Program (Developmental Services Worker, B.A. Psychology, Behavioural Science Technologist etc);
- Must possess and maintain a valid G Driving License with full driving privileges;
- Incumbent must have successfully completed a Pharmacology course;
- Excellent interpersonal, oral/ written communication skills as well as organizational and administrative skills (i.e. supervisory, judgement, etc.) are required to provide facts necessary to evaluate the needs of clients and provide direction to staff as an appropriate action for incidents and issues that arise;
- Computer skills are required to access the Scheduling Program;
- Experience working in the field of the developmentally challenged would be an asset;
- Bilingualism (French/ English) would be an asset;
- 5 years work experience in the Social Services field would be an asset.
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Les candidats bilingues sont fortement encouragés à soumettre leur candidature.

Please submit a **Cover Letter and Resume** quoting file number by the noted closing date to:

Human Resources Generalist
Ongwanada
191 Portsmouth Avenue
Kingston, ON K7M 8A6
Fax (613) 548-8135
Email: careers@ongwanada.com