

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Residential Supervisor	Competition #:	
Ministry Unit:	Evangeline Residence	Position Type:	Full time
Salary Range:	\$38,480.00 - \$57,699.20	Date posted:	January 3, 2019
City:	Toronto	Posting Expires:	January 18, 2019
Applications Accepted By:			
Fax or E-mail: (416) 762-3086 or natasha_frechette@can.salvationarmy.org Attention: Employee Relations Department Please no phone calls.		Mail: The Salvation Army Evangeline Residence Attn: Natasha Frechette 2808 Dundas St. W. Toronto, ON M6P 1Y5	
Position Description			
<p><u>RESPONSIBILITIES:</u></p> <ul style="list-style-type: none"> • The position of Residential Supervisor is an entry-level management position which assists the Program Coordinator in managing front-line day-to-day operations of Evangeline Residence. The incumbent reports directly to the Program Coordinator and supervises the Residential Workers. The responsibilities are to be discharged in accordance with The Salvation Army's Mission Statement, in a professional manner, exemplifying Christian standards of conduct. • • Supervise and provide day-to-day direction to the Residential Workers in accordance with established policies and procedures including Collective Agreement, Employment Standards and payroll procedures: <ul style="list-style-type: none"> • Schedule, conduct and document supervision. • Conduct Performance Reviews and Evaluations. • Attend and actively participate in Case Management and Chair Team meetings. • Provide back-up support to Residential and management positions and their functions as required. • Complete shift schedules in accordance with current policies and Collective Agreement. • • Assist with the day-to-day operation of the Hostel: <ul style="list-style-type: none"> • Ensure residents receive proper Customer Service while relating to the Evangeline Residence staff. • Read daily the log books and make necessary follow-up. • Assist with monitoring the Service Restrictions imposed on residents. • Chair monthly Resident's Meetings as required. • • To assist the Program Coordinator with the administration of the Hostel: <ul style="list-style-type: none"> • Compile and submit the monthly reports, service restrictions to the Program Coordinator. • To give direction and ensure SMIS entries are completed properly. • Assist the Program Coordinator in ensuring the Hostel is in compliance and meeting the standards for the Quality Assurance and Accreditation. • Attend Committee and Agency meetings as directed by the Director. • Participate in the Policy Review Committee. 			

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- Conduct tours of building for groups or individuals as requested.
- On call duties for Residential issues as scheduled.

To assist the Program Coordinator with the Finances of the Hostel:

- Prepare and submit to the Program Coordinator the Residential staff hours of work bi-weekly for payroll submission.

To assist the Program Coordinator with the Human Resources of the Hostel:

- Ensure up to date Residential Worker staff contact information is forwarded to the Program Coordinator.
- Monitor and maintain the Residential Worker relief pool.
- Assist with the orientation of new staff.
- Assist with the interview process when requested.
- Monitor and notify Program Coordinator of staff training needs (ie. Renewals, etc.) in accordance to Hostel policy.
- Keep an updated record of all sick days, vacations days, lieu and stat days taken by each staff.
- Assist with staff training in accordance with Hostel policy as requested.

To assist the Program Coordinator to ensure that all Health and Safety requirements specific to the Hostel are in compliance with the Occupational Health and Safety Act.

Perform other duties as assigned.

QUALIFICATIONS:

The successful candidate must have

- Social Services Worker Diploma or minimum of 5 years in a work related field including experience in a residential setting
- 1 -2 years Supervisory Experience
- Thorough knowledge of Toronto Shelter Standards
- Good interpersonal skills
- Fluent in written and spoken English
- Second language an asset
- Certification in First Aid/CPR, and Non-Violent Crisis Intervention
- Computer Skills
- Ability to work within the mandate of the Mission of The Salvation Army in a professional manner exemplifying Christian standards of conduct.
- Criminal Record Check clearance

HOURS: 40 hours per week
 Tuesday – Saturday

Day shifts 8am-4pm and one evening shift 1pm-9pm

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The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.