



Our Mission To provide quality services which enhance the lives of people with disabilities.

Internal Job Posting
Supervisor – Individual Care
Reference #LI-01
Permanent Full Time Position

General Description:

The Individual Care Supervisor position is an experienced leadership role within the disability field, providing support to the individuals and staff within their residential caseload assignments in the LIVING Program.

Duties and Responsibilities:

- Provide on and off-site supervision, guidance, and training to the employees which they oversee daily
- Work well under pressure and timelines and are able to adapt to last minute situations that may arise
- Represent Quest Support Services in a professional manner during all interactions that occur between Quest staff, individual's guardians, and any other professionals that the supervisor may come in contact with
- Complete regular paperwork, documentation, and filing
- Ability to schedule and run meetings with staff members and members of the multi-disciplinary team
- Resolve conflicts or issues that may occur between staff and/or individuals
- Ability to provide appropriate employee discipline
- Excellent communication between all departments and employees
- Organization and multitasking in a fast-paced environment

Qualifications:

- Post Secondary Diploma/Degree in Disability Services or other relevant education
- 3-years work experience within the Human Services/Disabilities field
- Clear Criminal Record Check and Intervention Record Check
- Up to date employee file including all certificates and licenses

Position Details:

- Hours: Monday – Friday from 8:00 – 16:30 (*evening flex time required*)
- Annual Salary: \$51,000 - \$53,000 (based on education)
- On Call Rotation: Supervisors are required to participate in the On-Call rotation

To Apply:

Interested candidates must submit applications that include a cover letter stating the reference number **LI-01**, resume, and at least 2 employment references to KENDAL TREMBLAY by **August 8, 2022 @ 8:00am**. Please apply by email to:

hr@questsupport.com. Or in person at 860 Heritage Blvd. West.

Only successful candidates will be contacted for an interview.