**Disability Services Coordinator**

Operating since 1974, Accredited Supports to the Community (ASC) is a not-for-profit charitable society that provides services across south central Alberta for youth and adults with developmental disabilities.

ASC has an opportunity for **an experienced full-time Disability Services Coordinator**. This is a management position coordinating services for adults with disabilities in the areas of community access, inclusion, social connection, home living, and life skills.

This full-time position is based on a 32-hour work week and requires a rotation of on call work for coverage on some evenings, weekends, and vacation coverage. Starting wage is 32.64/hour.

**The Choice candidate will have:**

* A minimum of 3 years previous leadership and supervisory experience, in disability services, however, a combination of related experience may be considered.
* Post-secondary education in the human services industry with expertise in Positive Behaviour Management, or proven experience working frontline with adults with developmental disabilities.
* Well-developed planning, directing, and coordinating skills, which includes strong skills in problem-solving, report writing, goal development, and communication.
* Experience with Microsoft Word, Excel, and Outlook.

**Key aspects of this role include:**

* Actively engage and mentor support staff to model behaviour aligned with the culture, values, policies, and procedures of Accredited Supports to the Community.
* Communicate and gather information effectively in a variety of settings including one-on-one with staff and in team meetings.
* Committing to providing an exceptional experience for staff and clients within a challenging and exciting human services environment by setting the example of high quality, client-focused service.
* Providing leadership, supervision, and evaluation of support staff through participation in the on-call rotation and acting in the absence of the supervising Coordinator
* Providing coordination and oversight in specific areas such as maintaining the transportation program, and compliance with required standards such as the Accommodations and Licensing Standards, Accreditation Standards, and a variety of applicable legislation.
* Supporting the coordination of service delivery through oversight of processes related to behaviour management, monitoring assistive devices, and completing client risk assessments with a person-first approach.
* Participating in human resource functions including, WCB management, scheduling and timesheet monitoring, recruitment strategies, interviews, and the onboarding of new employees.

**ASC offers:**

* A work culture of Honour, Dignity and Respect.
* On the job training.
* An opportunity to help create quality services.
* Compensation that includes competitive salary, mileage reimbursement, and accrued vacation.
* Opportunity for further career development and training.

**Please send in your resume and the required cover letter quoting competition #CSW0518 to** [hr@asc-mva.ab.ca](mailto:hr@asc-mva.ab.ca)

**Interviews may be scheduled during the duration of this posting so apply early!**