



Disability Services Coordinator Olds and Didsbury

Job Description

Celebrating 50 years, Accredited Supports to the Community (ASC) is a not-for-profit charitable society that provides services across south central Alberta for children, youth, and adults with developmental disabilities.

ASC has an opportunity for an experienced full-time **Disability Services Coordinator for 24-hour service supports**. This is a management position coordinating teams and 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 40-hour work week and requires a rotation of on call work for coverage on some evenings and weekends. Starting wage is \$32.64 or \$33.71/hr based on credentials and experience.

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:

- Coordinate service delivery, develop and monitor client service and support plans with a person-first approach.
- Providing leadership, supervision, and evaluation of support staff.
- 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 coordination and oversight such as maintaining 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.

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 professional development and training.
- Potential future succession

Please send your resume and cover letter to hr@accreditedsupports.org!