POSITION TITLE: Supervisor, Seniors Support Programs

Employment Type (FT,PT,Contract): FT
Rate of Pay: TBD
Job Location: St. Matthew's House
Hours of Work: TBD
Start Date: TBD
Application Deadline: Friday, February 7, 2020 by 4:00 pm

COMPANY NAME: St. Matthew's House
Street Address: 414 Barton Street East
Phone: 905-523-5546
Fax: 905-523-5553
Email: jobs@stmatthewshouse.ca
Website: www.stmatthewshouse.ca

General Description of Duties:
The Supervisor, Seniors Support Services is responsible for advocating on behalf of older adults 55+ which St. Matthew's House serves and overseeing the provision and co-ordination of services and supports for older adults 55+ in accordance with our mission, vision and values.

Skills and Experience Required:
• A minimum of 3 years of experience working in a non-profit social services organization
• A minimum of 3 years of experience working with vulnerable adults in community settings
• Demonstrated experience with recruiting and managing staff and volunteers
• Demonstrated experience with program reporting and evaluation
• A diploma or degree in Social Work
• Excellent oral and written communication skills
• Strong problem solving skills
• Strong leadership skills
• Sound computer skills
• Ability to interact with people of all ages and cultural backgrounds and commitment to building healthy people and healthy communities
• Self-starter: ability to work independently and as part of a team
• Ability to thrive in a busy and lean environment
• First aid training / CPR certification
• Non-violent crisis intervention training
• Experience and knowledge in participating in health and safety programs; knowledge of legislative requirements

How to Apply:
Please forward all applications alongside references no later than Friday, February 7, 2020 by 4:00 pm via email at jobs@stmatthewshouse.ca or fax 905-523-5553. No phone calls please

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