



# The Township of St. Joseph & Dr. H.S. Trefry Memorial Centre



## EMPLOYMENT OPPORTUNITY

<b>Position</b>	Manager, Seniors, and Persons with a Disability Services	<b>Wage Range (Hourly)</b>	\$28.39 - \$34.61
<b>Job Posting</b>	2023-06	<b>Job Class</b>	19
<b>Department</b>	Seniors and Persons with a Disability Services	<b>Hours Per Week</b>	40
<b>Status</b>	Full-Time/Permanent	<b>Closing Date</b>	July 18, 2023

### POSITION SUMMARY

The Township of St. Joseph is seeking a mature, positive, and energetic leader to join their management team in the position of Manager, Seniors and Persons with a Disability Services. This position is responsible for the efficient operation of all aspects of the Seniors and Persons with a Disability programming, staff, and volunteers in accordance with Ministry of Health standards, Township policies and practices, and in compliance with legislative and regulatory requirements for community support services. A sound knowledge of provincial healthcare reporting, the *Patients First Act*, the *Home Care and Community Services Act*, and legislation applicable to Seniors, Persons with a Disability. Management experience, leadership skills, excellent communication and interpersonal skills are essential, in addition to proficiency in administrative, analytical, organizational and time management systems.

### KEY AREAS OF RESPONSIBILITY

Administers all programming and reporting requirements of the Dr. Harold S. Trefry Memorial Centre on behalf of the Township of St. Joseph, including but not limited to:

- Provide leadership to staff and ensure collaboration and effective use of the skills, interests and expertise of all staff and members of the Seniors Advisory Committee in the development and implementation of policy, programs, and community outreach and development initiatives.
- Lead organizational community development and outreach efforts with the goal of increasing public awareness of programs/services, identifying gaps and continual improvement to meet the evolving needs of the target population throughout the Trefry Centre's catchment area.
- Ensure the Trefry Centre is represented and an active participant in regional health and community care initiatives.
- Coordinate the recruitment, screening, orientation, placement, development, supervision, and recognition of volunteers, as well as recognition events.
- Manage departmental budget including preparation, quarterly and annual reporting and financial control of Township departmental and Ministry of Health funds.

### QUALIFICATIONS

- A minimum required of three years in a public sector supervisory position including experience working with volunteers, seniors, persons with a disability, and public sector agencies.
- A Diploma or Degree in Health or Social Services, Gerontology, Volunteer Management or related field from an accredited college or university; or the equivalent combination of work experience and education.
- Ministry of Health and Long-Term Care reporting experience for Community Support Services organizations
- Bookkeeping and/or budgeting experience would be considered a definite asset.
- Advanced understanding of office applications including but not limited to NesdaTrak, Microsoft Office Suite.

### APPLICATION INSTRUCTIONS

- A complete description of this position is available at <https://stjosephtownship.com/jobs/>
- Qualified Candidates are asked to submit a detailed cover letter and resume by 4:00 p.m. Tuesday, July 18<sup>th</sup>, 2023, to:

Amanda Richardson, Clerk Administrator

The Township of St. Joseph  
1669 Arthur Street, P.O. Box 187  
Richards Landing, ON P0R 1J0

Phone: 705-246-2625, Ext 202

Email: [clerkadmin@stjosephtownship.com](mailto:clerkadmin@stjosephtownship.com)

We thank all applicants that apply, but only those selected for an interview will be contacted. The Township of St. Joseph is an equal opportunity employer offering a competitive benefits package.