



## **Employment Opportunity: Coordinator (Full-time, Permanent)**

enVision Community Living exist to inspire equality, inclusion, and the value of all people. Our team welcome candidates from persons of all sexual orientations and gender identities, Indigenous persons, persons with disabilities, visible minorities, newcomers, foreign workers, student visa holders, citizens, and permanent residents.

**About the Opportunity:** Reporting to Director of Services, you are responsible for overall management of a cluster from Residential Services that consists of Managers and Direct Support Professional. As a part of operations management team, you will be a key person in representing the management to Direct Support Professionals, implementing strategic plan, enVision experience, and resource person for any employee relations matter of your span of control.

**WHY enVision Community Living?** enVision Community Living is a not-for-profit organization committed towards delivering support to adults living with intellectual disability the opportunity to live the best life of their choosing. For over 67 years, we have been moving **Abilities to Impact** of every team member through “**The enVision Experience**” (Employee Value Proposition) - Passionate Work Environment, Engaging Workplace, Inspired Atmosphere, Inclusive Culture, and Employee Well-being.

**Employee Total Rewards** (eligibility applies) education increment, extended health with dental & vision coverage for you and dependents, short term disability & long term disability benefit, life insurance, travel insurance, pension plan matching, generous paid leave (vacation, sick, personal paid days), EAP for you and dependents, free onsite parking, paid learning & development days, lunch & learn/knowledge feast series, access to over 500 modules in enVision training library, service awards, flex-time options, and more.

### **Qualifications**

- Post-secondary education in Disability & Community Support, Disability Studies, Social Sciences, or Business Administration preferred. Combination of experience will also be considered.
- Minimum three (3) of supervisory/management experience in human services.
- Experience providing supports for persons who live with an intellectual disability is an asset.
- Proven ability to problem-solve and make decisions in order to achieve goals.
- Excellent written and oral communication skills.
- Proficient in Microsoft Office programs (Word, Excel).
- Valid Manitoba Class 5F License and access to vehicle required.
- Proficient in Microsoft Office 365 and Case Management Platform
- Experience in Human Services Field is an asset

### **Additional Information**

- Hours of Work: 80 hours bi-weekly; Monday-Friday. Overtime may be required depending on operational needs
- Working Environment: 100% On-site
- This position requires satisfactory Criminal Record check with a clear Vulnerable Sector Search, clear Adult & Child Abuse Registry Checks, and proof COVID-19 full vaccination

enVision Community Living values diversity and supports accessibility. If you require accommodation in order to participate in the hiring process, please contact us in advance. Information received will be strictly confidential and would not affect the application

### **How to Apply**

- External candidates: upload resume to [www.envisioncl.com/careers](http://www.envisioncl.com/careers)
- Internal candidates: email resume to [recruitment@envisioncl.com](mailto:recruitment@envisioncl.com)