



ABOUT US

Turning Leaf is a non-profit, charitable organization that provides person-centered, crisis and treatment services to low and high-risk vulnerable and marginalized individuals living with mental illness and intellectual challenge in our community. Turning Leaf's support is customized to every individual's needs and risk level. We offer crisis-intervention and treatment services, community support, day program services, residential support (including emergency housing, 24-hour homes, cluster housing, and home share), a harm reduction program, clinical services, indigenous services and more.

We are proud to be recognized as one of Manitoba's Top Employers of 2023. This honour distinguishes Turning Leaf as a leader in our industry, and as one of the top places to work in the province.

WHO WE SUPPORT

The participants of our programs are often deeply impacted by their circumstances which can become barriers to living safely and independently in the community. Trauma, homelessness, poverty, addictions, discrimination, sexual exploitation, societal stigmas, and lack of access to resources are some of the barriers our participants face every day.

MAKE AN IMPACT

Being a part of the Turning Leaf team means you will have the opportunity to make a direct and positive impact on people's lives every day. The work is challenging in all the best ways and deeply rewarding. Many of our employees say they have found their life's purpose while working here.

Turning Leaf provides ongoing, meaningful training to ensure we remain an industry leader and that our employees have the skills and confidence to be successful in their careers. We are an organization that pledges to uphold a workplace culture of inclusion, diversity, compassion, and respect.

We are growing more and more all the time and we are always hiring. If you feel called to be a part of the Turning Leaf team, please apply today.

New Hire Incentive Program: Full/Part-Time new hires will receive a \$200 bonus after six months of employment.

DAY PROGRAM SUPERVISOR JOB SUMMARY

Reporting directly to the Senior Clinical Case Manager, the Day Program Supervisor is responsible for the operation and provision of the Day Program, including program administration, participant scheduling and supervision, and staff scheduling and supervision.

The position is responsible for the ongoing monitoring, development, and reporting of participant related training and support programs, and act as liaison to both inter-agency programs and external collaterals (e.g., Manitoba Family Services, Manitoba Probation Services, etc.).

ESSENTIAL REQUIREMENTS

- Cover letter and updated resume
- 18 years of age or older
- Available anytime 40 hours p/week (Full time)
- Clear Criminal Record Check with Vulnerable Sector Check, Adult Abuse Registry Check and Child Abuse Registry Check (no older than three months)
- Valid Standard First Aid / CPR Certification
- Valid driver's license and access to a reliable vehicle
- Completion of a Post-Secondary Education in Human Services (Certificate, Diploma or Degree) is preferred
- A minimum of three years' experience in providing service to intellectually challenged adults and those experiencing mental illness
- Two years of Supervisory experience in human services is desired
- Three employment references

QUALITIES AND QUALIFICATIONS

Turning Leaf Day Program Supervisor must possess the capacity to be aware of and control one's own emotions. Moreover, Support Workers must be able to handle interpersonal relationships judiciously, empathetically, and professionally while executing their responsibilities and providing Turning Leaf's person-centered supports.

- Excellent written and oral communication skills
- Strong attention to detail and organization
- Conflict resolution skills
- Ability to handle multiple projects and priorities in a professional and timely manner.
- Self-starter and proactive approach in resolving problems and issues.
- Organizational and planning skills with related decision-making abilities
- Strong interpersonal skills and an ability to work effectively as part of the team.
- Ability to read, analyze and interpret general information and data.
- Ability to interact with all levels of personnel. Treat all with dignity and respect. Open and receptive to their needs
- Ability to effectively present information in a clear manner, demonstrate procedures and respond to questions.
- Able to treat each participant with dignity and respect.

SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

- The Supervisor is responsible for attending monthly or as required program review meetings with the Director of SIL, ensuring the Director of SIL is informed of situations and occasions arising that affect the Agency as a whole, as well as addressing policy, procedure, planning, staffing, and participant related issues.
- Ongoing monitoring and review of all participant related documentation. This includes the monitoring, review, and compilation of participant progress reports, daily progress, and session process notes, as well as the incidental reports required from time to time. The Supervisor is responsible for the correspondence required for the operation of the Day Program, and the correspondence required to advocate on behalf of participants.
- Development planning and implementation of recreational, vocational, and life skills programming designed to address participant needs, as well as other participant related

programs which become necessary and are advised by the Executive Director. This entails the written preparation of a program outline, and session plans which will describe in sufficient detail the session purpose and objective, resources required (e.g., guest speakers and audio / video resources), and time allocated, and date presented.

- In consultation with the Director of SIL, the Supervisor is expected to attend training and professional development seminars as required and available.
- The Supervisor is responsible for cooperative and effective liaison between other programs provided by Turning Leaf (Inc.)
- When required ongoing recruitment, selection, supervision, and monitoring of the Day Service staff. Including annual performance reviews, and the documentation required to complete these reviews.
- To communicate and perform the duties involved in the Supervisors position in a respectful, honest, and diligent manner, with the understanding that these are qualities the agency values and expects.

BENEFITS

- Salary Paid
- Enrollment in company corporate cell phone plan
- Three weeks' vacation
- Health Benefits (Full-time employees)
- GRRSP Program (optional)
- Paid Wellness Time (Full-time employees)
- Bereavement and Compassionate Care Time
- Mileage Reimbursement (when applicable)
- Employee Family Assistance Program (EFAP)

HOW TO APPLY

Applicants can express their interest by submitting a cover letter that clearly demonstrates why they are the ideal candidate (cover letters must cite specific examples congruent with the posting requirements) along with their resume to careersmb@tlservices.ca We thank all applicants, but only those being considered for an interview will be contacted.

Turning Leaf Services is an equal opportunity employer that pledges to uphold a workplace culture of inclusion, diversity, compassion, and respect. Turning Leaf offers competitive salaries and excellent benefits and is committed to cultivating an environment where work-life balance is valued.