



## 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 2024. 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.***

## JOB SUMMARY

Reporting directly to Senior Clinical Case Management, 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 Day Program Supervisor 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
- 18years of age or older
- Available anytime 40 hours p/week (Full time)
- Clear Criminal Record check with Vulnerable Sector (no older than six months)
- Adult Abuse Registry checks (no older than six months)
- Child Abuse Registry checks (no older than three months)
- Completion of High School or GED.
- Post-secondary education in Human Services is considered an asset.
- Valid Drivers license with access to a reliable vehicle
- Valid Standard First Aid/ C.P.R certification
- Minimum three years related work experience
- Minimum two years in a supervisory role
- Three employment references

## **QUALITIES AND QUALIFICATIONS**

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

Turning Leaf's person-centered supports. Additional required attributes include:

- Ability to write clear concise reports
- Ability to handle multiple projects and priorities in a professional and timely manner.
- Organizational and planning skills with related decision-making abilities.
- Excellent communication and conflict resolution skills.
- Strong interpersonal skills and an ability to work effectively as part of the team.
- Provide a fair and consistent, non-judgmental work ethic.
- Experience in nutrition, menu planning and meal preparation.
- Demonstrates fiscal responsibility and accountability.
- Effective in appreciating the cultural diversity of the participants and able to preserve the dignity and respect of each participant.
- Overall, you are able to maintain a courteous, diplomatic, and professional manner at all times.

## **SUMMARY OF JOB DUTIES AND RESPONSIBILITIES**

- The Day Program Supervisor is responsible for attending monthly or as required program review meetings with Senior Clinical Case Manager, ensuring the Senior Clinical Case Manager 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 participants 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 Day Program 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 Senior Clinical Case Manager. 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 Senior Clinical Case Manager, the Day Program Supervisor is expected to attend training and professional development seminars as required and available.
- The Day Program Supervisor is responsible for cooperative and effective liaison between other programs provided by Turning Leaf (Inc.). This includes the Day Program Supervisor's attendance and participation at weekly Manager meetings.
- 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.
- The Day Program Supervisor oversees building maintenance / upkeep as well as company van maintenance/upkeep.
- To communicate and perform the duties involved in the Day Program Supervisor position in a respectful, honest, and diligent manner, with the understanding that these are qualities the agency values and expects.
- Other duties as assigned.

## **BENEFITS**

- Salary paid
- Health Benefits immediately
- GRRSP Program (optional)
- Paid Wellness Time
- Bereavement and Compassionate Care Time
- Mileage Reimbursement (when applicable)
- Employee Assistance Program (EFAP)
- 15 days vacation

## **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@tsservices.ca](mailto:careersmb@tsservices.ca) We thank all applicants, but only those being considered for an interview will be contacted.

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*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.*