
Committed to our clients living with dignity by delivering quality programs, housing and supportive services

ASSISTED LIVING COORDINATOR

(18-month Contract, Full-Time)

You can make a difference in the lives of adults with disabilities and seniors who have chosen to maintain their independence by living in their own homes with pride and dignity. Guelph Independent Living (GIL) is a nonprofit organization providing personal support services to people where they live.

Responsibilities:

The Assisted Living Coordinator functions in a generalist capacity and is responsible for managing, supervising, and overseeing the Willow Program inclusive of staff and clients. Reporting to the Executive Director, the Assisted Living Coordinator oversees the day to day functions of the program. Specific responsibilities include:

- Staff management including training, supervision, discipline and evaluation
- Supports staff to facilitate optimal teamwork and morale
- Client assessment, support and coordination of services
- Efficient and effective coordination of program budgets
- Administration (e.g., memos, letters, reports, spreadsheets, creation of documents)
- Health and safety compliance
- Monitors safe work practices, participated in Return to Work (RTW) practices and supports, contributes and commits to RTW activities. This includes prevention and management of workplace injuries.
- Processes payroll information and approves vacations

Qualifications:

- 4-5 years' experience in personnel management, including training, supervision, discipline and evaluation
- Exceptional communication, interpersonal, problem-solving and leadership skills
- Knowledge of the Occupational Health and Safety Act and supervisor responsibilities
- Knowledge of all other applicable legislation
- Knowledge of budgeting and payroll processes (Quadrant Workforce – QHR)
- Valid driver's license and vehicle

This position is 35 hours per week, plus evening and weekend availability for staff support, and rotational on-call schedule.