



### **Independent Living – Cluster Coordinator**

Taking a leadership role within the support team and SIL/Outreach program, the Cluster Coordinator is responsible for overall direct oversight of all cluster locations. Ensuring all cluster locations meet operating standards, schedules are complete and resources are staffed accordingly, assisting to coordinate services and care for individuals supported in collaboration with case managers and case workers, and meeting resource needs. The Cluster Coordinator may participate in the interviewing and hiring of Outreach Support Mentors to meet staffing needs within the cluster program. The Cluster Coordinator is responsible for orientation and ongoing training and supervision of the Outreach Support Mentors. Collaborating with families, agency departments, stakeholders, and collateral agencies, the Cluster Coordinator helps to ensure that individuals supported by Simaril receive quality care and service.

The Cluster Coordinator reports to the Independent Living Program

### **The Cluster Coordinator is Responsible for:**

- Managing a caseload of individuals with a variety of needs, assessment of needs, development & implementation of support plans
- Working collaboratively with team members, families, & collaterals to help meet goals.
- Effective communication with all stakeholders
- Providing leadership, training, supervision, guidance & direction for House Mentors & outreach support mentors
- High work standards including fast paced environment, strong attention to detail, strong time management skills, organization.
- High degree of professionalism including maintaining boundaries, confidentiality, and respectful workplace.
- Administrative skills are a priority for this role. Competency with computer programs and the ability to complete administrative tasks in a timely and efficient manner are critical.
- On Call Rotation

### **Qualifications:**

- 2 – 3 years full time Direct Support Work experience.
- Minimum 2 years of Leadership and/or Supervisory experience.
- DCSP (2-year program) or other related post-secondary education. 1 – 2 years leadership experience
- Experience supporting individuals with a range of complex needs including but not limited to: Autism Spectrum Disorder, FASD, Mental Health challenges, problematic substance use, behavioral and sensory challenges.
- Strong relationship building skills.
- Demonstrated language, writing, comprehension skills.
- Strong problem-solving skills
- Proficiency in use of computer
- Safe & reliable vehicle, proof of insurance & satisfactory drivers abstracts.
- Must have and maintain a Full Class 5 Manitoba Driver's License
- Current and valid CPR Certification
- Current and valid Emergency First Aid Certification
- The ability to work a flexible schedule is required.



- Ability to work collaboratively with and support other team members and partners to advance shared goals and projects, comfortable working in a context of collaborative and shared leadership.

#### **Compensation & Benefits:**

The Cluster Coordinator's wage starts at \$25.60 an hour.

Simaril offers a generous benefits package that includes medical, dental, vision care, pension, and paid time off.

#### **Hours and Working Conditions:**

This is a full-time position is completed on a Monday to Friday set schedule. This position generally includes Direct Support Work for approximately 60% of the time and Administrative & Leadership duties 40% of the time. This position may require you to work some overtime hours, with paid compensation, to provide additional support outside of the standard hours of work.

This job requires lots of sitting, walking, bending, and lifting. The Cluster Coordinator is frequently exposed to noise and a regular flow of people around the office or in the work location.

#### **How to Apply:**

- All interested applicants are asked to send a cover letter, their current resume. Your cover letter should demonstrate how you feel you could be successful with this role.
- All communication relating to the process, including email correspondence and telephone conversations, may be used in the assessment of qualifications.

Applications will be accepted by Fax (204) 256-5076, or email to [hr@simaril.ca](mailto:hr@simaril.ca) until the closing date of the posting.

We thank all those that apply however, we will only be contacting those that demonstrate that they meet or exceed the expectations of the role.

This competition will be closed once a suitable candidate has been secured.