

**INTERNAL / EXTERNAL ADVERTISEMENT
COCHRANE TEMISKAMING RESOURCE CENTRE
ANNOUNCES VACANCIES FOR:
SUPERVISOR OF PASSPORT SERVICES AND COMMUNITY PARTICIPATION**

**#22-55 – One (1) Part Time Supervisor of Passport Services
Community Participation - Non Bargaining Unit Position**

DUTIES: To be responsible for the total operation of Community Participation Services funded via Passport and other special project funding. Overseeing the planning and delivery of individualized supports in the area of recreation, leisure, volunteer, or any other community opportunity directed by the individual receiving passport funding.

Having knowledge of and taking action on Person Centered Planning Goals for any individual served by CTRC will also be part of this position. Overseeing the human and financial resources to operate the program are also key.

Part Time employee are offered a defined pension plan with the Healthcare of Ontario Pension Plan (HOOPP) and are eligible from hire date to join the plan. Extended Health Benefits (80% of drug costs) Life insurance (\$25,000), dental (\$1,500/yr.), vision (\$225/24 months), para-medical coverage (\$300/practitioner) and travel insurance with all premiums paid by employer are provided. Flexible shifts (e.g., 2-4-6-8-10-12 hours during a 24 hour period).

QUALIFICATIONS: A degree or diploma in one of the Human Services or an acceptable combination of education, training and experience. At least three years, experience in a supervisory position. Demonstrated ability to promote and maintain harmonious relationships with individuals, staff, families, and the community at large; financial and human relations ability; good communication and organizational ability; ability to maintain good public relations. Conduct service presentations; attend professional development, ensure that fire policies and procedures are carried out; provide in-service training; maintain awareness of Health and Safety Policies and Procedures and ensure adherence at all times. Willingness to work flexible hours. Driver's license and use of a vehicle is required. Bilingualism is required (French/English).

Wage: \$35.16 - \$38.39 Hours: Up to 56 hours every 2 weeks

INTERESTED, QUALIFIED PERSONS ARE INVITED TO SUBMIT AN APPLICATION TO:

COCHRANE TEMISKAMING RESOURCE CENTRE
c/o Human Resources
600 Toke Street
Timmins, Ontario P4N 6W1
Fax: 705-264-4255
or email:HR@ctrc.on.ca
View our Website at www.ctrc.on.ca

Posting Date: September 9, 2022 at 4:15PM
Closing date: September 16, 2022 at 4:15PM

An Equal Opportunity Employer
This position has been advertised internally/externally.
We thank all applicants and wish to advise that only those selected for an interview will be contacted.
Please advise us should you require accommodations during the Interview

