

Director of Community Services

Career Opportunity

Closing: October 17, 2018 at 4:30 pm
Salary: To commensurate with experience



Reporting to the Chief Administrative Officer, the Director of Community Services will be responsible for the viable and continuing operation of all Greenstone social programs and services, including, but not limited to; Child Care, Seniors Services and the Family Resource Centre. Excellent organization and multi-tasking skills, team leadership, decision-making, and problem-solving abilities are key competencies. The Director will prepare and monitor all program budgets as well as the overall department budget and develop reports to Council. The position demands strong oral and written communication skills and a commitment to excellent customer service.

The ideal candidate will possess a University Degree with two (2) years related experience in administration or a diploma from a two-year college program (S.W.D., D.S.W., E.C.E) and five (5) years of experience in administrating social services. Five (5) years' experience in managing staff in a unionized environment is preferred. Familiarity with Social Services Provincial legislation and regulations related to programs administered and funding agencies is considered a strong asset.

A complete job description is available upon request. Hours of work are 35 hours per week, Monday to Friday, 8:30 am to 4:30 pm. Applicants must submit a cover letter and resume to the Greenstone Administration Office by no later than the closing date to:

Karen Niemi/Executive Secretary

Email: karen.niemi@greenstone.ca (with "Director of CS job application" as the subject heading)
Municipality of Greenstone 1800 Main Street, PO Box 70, Geraldton, ON POT 1M0 Fax: (807) 854-2122

Website: www.greenstone.ca

Only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will only be used for the purposes of candidate selection. The Municipality of Greenstone is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.