



## Leader Planning and Support Coordination Full Time 75 Hours Bi-Weekly

Mills Community Support is a non-government, non-profit organization that provides multiple services through its 100 volunteers and 145 employees. We are a community partner creating stability and belonging for people we support; peace of mind for their families; and connections within communities. For more information visit our website at <http://themills.on.ca>

The Leader, Planning and Support Coordination leads a small team of staff collaboratively delivering scheduling, program administration, planning, training, and quality assurance activities to support the delivery of the Mills' services to clients.

This role ensures that the Mills' staff are provided the appropriate tools and learning to ensure that person centered approaches are imbedded in the daily work and service provided by the broader organization. The Leader works closely with program delivery teams to determine and plan for training and staff learning.

Providing specific support in quality, this role will support compliance requirements with the MCSS, ensure measures are in place to demonstrate accountability to the LHIN, track and report on key results and indicators and facilitate the completion of incident reporting.

### Qualifications:

- Certification or degree required: Minimum of 2 Year a relevant Diploma

### Core Skills:

- Extensive knowledge of Person Centered Care and Planning approaches
- Ability to identify training requirements and prepare plans accordingly
- Experience in quality assurance and management strategies
- Excellent communication skills
- Supervision and coaching skills
- Good organizational skills
- Knowledge of community resources
- Good planning and execution skills

Please submit a cover letter indicating why you are interested in this position and your resume to [info@themills.on.ca](mailto:info@themills.on.ca) by May 30, 2017 4 pm.

We are sorry, but only those selected for an interview will be contacted.  
Mills Community Support Corporation is an equal opportunity employer.