



INSERVICE JOB POSTING

ADMINISTRATION - HILLSIDE

Date: October 2, 2026

Posting # ADM-1

Position Classification: Excluded permanent part time

Hours per Week: 25 hours

Wage: \$36.00 per hour for the first six months, increasing to \$40 per hour thereafter

Start: October 26, 2026 or to be determined

Closing Date: October 9, 2025 at 1600 hrs

Job Summary:

In this leadership role, the Manager will be responsible for overseeing the operation of the program and the care and welfare of the individuals supported. Their exceptional leadership skills will drive the successful implementation and execution of programs while developing and maintaining a cohesive team spirit and positive work environment within the program and within Kardel Consulting as a whole.

Job Skills and Abilities:

- You will possess excellent leadership and interpersonal skills with the ability to motivate and inspire a diverse team.
- You will demonstrate creative problem-solving skills and conflict resolution skills.
- You have the ability to provide effective supervision and leadership to staff members through coaching, mentoring and accountability.
- You will have excellent written and verbal communication skills with the ability to collaborate with other program managers and other internal and external stakeholders.
- You will have a thorough understanding of the community based social service system.

Hours of Work:

This position is 25 hours per week. Hours of work are flexible, generally between 0800 to 1700 Monday to Friday, with adjustments in the Manager's work schedule to effectively support and supervise staff members on both morning and afternoon shift lines. Occasionally, the Manager is required to work front line and to attend to matters relating to the operation of the program outside regular working hours.

Kardel's mission is to help people with developmental disabilities have a good life and to respect their personal choices



Managers are expected to be on call during weekday evenings. This is considered to be included in the responsibilities of the Manager and reflected in the annual salary. No additional pay provision is made except as may be authorized for overtime as per Kardel policy.

Education, Training and Experience:

- Post secondary education in a related field.
- Minimum two years previous work experience in an environment working with people with developmental disabilities. Experience supporting individuals with autism and behavioural needs is preferred.
- Administrative and supervisory experience is required.
- Will be required to meet the standards of the Community Care Facilities Act.
- Responsible to become proficient in the use of Sharevision, Comvida, and all other computer programs in use at Kardel.
- Class V driver's license. Class IV is preferred.
- Personal vehicle and business insurance
- A First Aid certificate acceptable to licensing; Food Safe certification.
- Tuberculosis screening.

**Please submit applications to humanresources@kardel87.com or via fax
383-2835**