

Centre for Independent Living in Toronto (CILT) Inc.
www.cilt.ca

Title: Senior Manager Independent Living Programs

Reports to: Executive Director

Position Type: 1 year renewable contract-full time (under review)

Location: Toronto

Application Deadline: March 14th, 2018 or until suitable candidates are found

Salary: Commensurate with experience

CILT is a non-profit, community-based resource organization run by people with disabilities, for people with disabilities. CILT is an accredited member of Independent Living Canada.

We operate on the philosophy of the Independent Living (IL) movement which was developed in response to traditional service models for people with disabilities. We deliver services that contribute to the empowerment of individuals such as Independent Living Skills Training, Peer Support, the Parenting with a Disability Network, and the Direct Funding Program.

We are seeking a committed, energetic and innovative leader for this organization, knowledgeable of independent living philosophy, social models of disability analysis and anti-oppression frameworks.

Purpose of position:

This position will be responsible for personnel issues, staff development and managing all IL Programs other than the Direct Funding Program, and will be the primary back-up to the Executive Director.

Function:

Working closely with the Executive Director and the Management team this position will provide key input, coordination and implementation of the CILT strategic plan, policy development, and coordination of external complaints.

The Senior Manager, IL Programs provides both day to day and strategic management, supervision, evaluation and leadership to both IL core and Attendant Service Action Centre (ASAC) programs.

Your specific responsibilities include:

1. Oversee both Independent Living core and ASAC Programs, including staff supervision and development, program development and evaluation, including the hiring process for relevant program staff;
2. Work with Executive Director and Management Team to meet agency reporting

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obligations including financial management;

3. Provide information and advice to the Executive Director about programs, special projects, funding opportunities, and personnel issues; stay informed on issues relating to personnel management, access and equity, Human Rights; policies and legislation that can impact CILT programs;
4. Provide input and coordination to the organization's strategic plan including communications and marketing, funding, human resources, community relationships, and program development/evaluation including data analysis;
5. Assist with or coordinate the development and implementation of special projects and research, including grant/proposal writing;
6. Participate on staff/Board committees as appropriate/necessary; assist with the development of policy and procedure;
7. Participate on all assigned community based Committees as per the requirements outlined in the Multi-Service Accountability Agreement with the Toronto Central Local Health Integration Network.
8. Working with CILT's Editorial Committee provide input to the production of the CILT newsletter; working with appropriate program staff; ensure quality and coordination of all CILT print, digital and other communications materials;
9. Coordinate/perform public speaking functions as required;
10. Participate in training, conferences and committees as required and/or approved;
11. Other related duties as assigned.

Apply in confidence by sending cover letter and resume to:

hr@cilt.ca or by writing to us at 902-365 Bloor Street East, Toronto, Ontario, M4W 3L4.

Persons with lived experience of disability or indigenous background are strongly encouraged to apply!