

# **Community Living Renfrew County South**

## **Manager of Supports and Services**

### **6-Month Contract | Beginning February 2026**

**Location:** Renfrew/Arnprior, Ontario

This posting is for an existing vacancy.

## **About Our Organization and the Position**

Community Living Renfrew County South is a non-profit organization that is committed to “empowering people to live the life they want through choice.” Community Living Renfrew County South supports adults with developmental disabilities and envisions a community where all people are recognized as full citizens, live in a state of dignity, have the right to choose, and are supported to reach their full potential.

We’re seeking a Manager of Supports and Services for a 6-month contract. Hours: Monday to Friday, 40 hours per week, with occasional evenings, weekends and overtime as required. This is a management position and is not part of a collective bargaining unit.

## **Compensation**

- Hourly rate of \$30.82

## **Key Responsibilities**

- Manage, plan and monitor assigned programs
- Ensure compliance with Ministry and agency policies, standards and legislation including participation in audits
- Collaborate with people supported, families and community partners
- Provide leadership through staff supervision, training, performance management and development
- Guide, develop and monitor service quality and continuous improvement
- Manage program budgets and monitor financial performance
- Manage and oversee program scheduling, including time and attendance management to support staffing, employee management, and payroll processes
- Share responsibility for organizational support through 24/7 support line system

## **Qualifications**

- Community College Diploma in Social/Human Services or related field or Undergraduate degree from a recognized university in the Social/Human Services field or related field
- At least 5 years’ experience in a community-based organization and working with people with developmental disabilities
- Supervisory/management experience is an asset
- Experience working in a unionized workplace

- Strong leadership and communication skills

## **Other Requirements**

- Valid driver's license
- vulnerable sector police check
- Flexible hours as needed

## **How to Apply**

Submit a resume and cover letter to **lpirie@clrcs.com** by **January 30, 2026**.

**Title your email: Manager Position-Contract.** All applicants will be acknowledged, but only those selected for an interview will be contacted. This post will remain active on our website [www.clrcs.com](http://www.clrcs.com) until our search process is completed.

**Community Living Renfrew County South is an equal opportunity employer. Accommodations are available on request and will be in a fair and objective manner and will ensure that all applicants are treated with respect and dignity.**