



JOB POSTING

Meta's mission is to offer a wide spectrum of services and personalized supports to help people live inclusive, engaged and enriched lives in the community.

Meta is currently seeking applicants that possess the skills, knowledge and experience working with individuals who have a developmental disability.

FULL-TIME DAY PROGRAM SUPERVISOR

POSITION: Full-Time Day Program Supervisor (Non-Union position)

CURRENT LOCATION: Richmond Hill Day Program

DATE POSTED: October 24, 2025

APPLICATION DEADLINE: November 3, 2025 at 4:30pm

QUALIFICATIONS

- Diploma or Degree in a related human/social services field (i.e. DSW, SSW, Behavioural Sciences, etc.)
- A minimum of 5 years' experience working with individuals that have developmental disabilities
- A minimum of 2 years day program experience
- A minimum of 2 years of supervisory experience
- Excellent organizational skills and excellent written and verbal communication skills. Managing multi-tasks and meeting deadlines
- Ability to model and reinforce workplace professionalism
- Ability to maintain positive working relationships
- Handling difficult and sensitive situations using sound judgment
- Providing leadership and motivating staff
- Working and practical knowledge of Health and Safety
- Must have experience dealing with challenging behaviors because of possibility of working with aggressive clients
- French language is an asset

JOB DUTIES

- Monitors and directs day-to-day operations of a day program
- Develops the implementation of goals and program objectives
- Ensure adherence to policies and procedures
- Organizes, administers, reviews and evaluates the work of staff
- Supervision, evaluation of staff and ability to apply disciplinary action
- Prioritizes and allocates available program resources
- Provide written paperwork in a timely and efficient manner
- Represent Meta Centre at community committees
- Represent Meta Centre as a liaison with external professionals, families and community

CONTACT INFORMATION

Only resumes/applications forwarded to
careers@metacentre.ca or cwhite@metacentre.ca
will be accepted for this posting
(Reference #: SUPERVISOR-10-24)

Meta Centre welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.