

# Flourish with Carya



## Supervisor, Elder Friendly Communities and Wellness Collective

Since 1910, Carya has been responding to the evolving social needs of the Calgary community.

Today, Carya impacts the lives of thousands of Calgarians through a range of comprehensive, barrier-free programs and services that enhance mental well-being, strengthen families, improve living conditions, and create meaningful social connections. We walk alongside our community, nurturing the unique strengths, abilities, and talents that individuals, families, and communities already possess to overcome adversity and build strong foundations for their futures.

### ABOUT THE ROLE

**Primary Locations:** Bowmont Commons, 5000 Bowness Rd NW & Village Commons, 610 8 Ave SE, Calgary

**Full Time Regular:** 37.5 hours per week

**Salary:** \$59,999 - \$74,625

As a key leader on Carya's Multigenerational Wellness team, the **Supervisor of Elder Friendly Communities and the Wellness Collective** oversees two distinct teams operating at Bowmont Commons, Village Commons, and in strategic community settings. These teams deliver group-based programs guided by community development values and leverage strategic partnerships to reduce barriers to program access.

### WHO YOU ARE

- A proactive self-starter who likes to get creative and support on diverse deliverables.
- An organized and critical thinker who can visualize organizational goals and progress towards them.
- A creative collaborator who values professional relationships, belonging, kindness and diverse perspectives.

### WHAT YOU WILL DO

#### Supervision and Support

- Demonstrate emotional intelligence while building and maintaining strong working relationships with both internal and external stakeholders.
- Provide strong leadership and cultivate a culture aligned with the values of Carya: Respect, Kindness, Creativity, Collaboration, Belonging, and Wellness.
- Offer regular supervision and support to staff on ethical and practice issues arising in the program, providing direction to ensure decisions align with policy, legislation, and ethical standards.
- Develop and support individuals and teams, which may include coaching conversations, identifying training or personal development goals, recognition, evaluation, and annual performance reviews.
- Engage in troubleshooting, decision-making, conflict resolution, and timely responses to identified needs from teams and participants.
- Organize and plan regular communication and connection with the team, including written communications, team meetings, and supervision sessions.
- Complete administrative tasks related to approvals of time, expenses, schedules, employee onboarding, and evaluation.

#### Program Design and Development

- Transform the Theory of Change and Program Logic Models into actionable community programs across multiple sites.
- Maintain a comprehensive awareness of emerging needs and best practices related to social isolation, mental health, the inclusion needs of vulnerable seniors, and community development to enhance program quality.



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- Apply knowledge of social-emotional learning strategies to promote mental health, wellness, and a sense of belonging.
- Contribute to the creation of program materials and curriculum focused on building social connections and addressing mental health and well-being needs.
- Build and sustain strong relationships with internal programs and external partners to amplify the impact of our initiatives.
- Continuously assess and evaluate the effectiveness of activities within the Elder Friendly Communities and Wellness Collective programs, initiating and supporting changes to programming as needed to improve outcomes.
- Develop and maintain clear processes related to facilitation, including facilitator checklists, outcome collection, evaluation, calendar development, and internal agency procedures.
- Stay familiar with Carya's impact areas, programs, groups, and external community resources to ensure program participants have access to appropriate services. This includes collaboration with the Client Service Intake team, various Impact Units, Communications, Program Sites such as Village Commons or the Bowness Community Association, and potential community partners.

## Communication

- Manage written communication responsibilities, including contributing to funding reports and applications, project reports, and requests from Carya's Social Investment team.
- Collaborate with internal and external stakeholders to keep promotional materials updated and current, ensuring effective intake processes and a welcoming participant experience.
- Lead and support engagement efforts, including program promotion, special event planning, preparing and delivering information sessions as requested, and developing creative and innovative approaches to encourage participation in our programs.
- Maintain effective partnerships and identify new opportunities to enhance our presence and accessibility in the community.
- Engage with and contribute to external working groups or committees based on program needs and objectives.

## Administrative

- Manage administrative tasks, including scheduling, staff development, and resource allocation, to ensure effective program operations.
- Maintain program data management systems according to data collection guidelines, ensuring that required information can be collected and reported as needed to meet funder or agency requirements.
- Ensure team compliance with organizational policies and procedures.
- Participate in program delivery as needed, including recruitment, onboarding, and facilitation of groups.

This task list is not intended to be exhaustive and other tasks may be identified from time to time.

## WHAT YOU BRING

- **Bachelor's degree in related fields, including leadership, human services, and community development.**
- Three to five years of directly related experience is required.
- Superior written and verbal communication skills are required.
- Possess leadership experience with multidisciplinary teams, effectively supporting team members with diverse credentials and skills.
- Demonstrated success in driving strategic initiatives and implementing new programs to achieve organizational goals.
- Exhibit flexibility in work hours, locations, and leadership strategies.



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- Strong attention to detail with the ability to act with discretion; confidentiality is expected under all circumstances.
- Proficiency in Microsoft 365, with a focus on SharePoint, Word, Teams, and Outlook; familiarity with Excel.
- Capacity to learn and utilize other database systems as required.
- Ability to effectively manage and prioritize multiple email and calendar accounts.
- A vehicle is required for this role, with a valid driver's license and car insurance.

## WHY JOIN TEAM CARYA

When you join team Carya, you are joining over 100 passionate professionals who exemplify our values of *Respect, Kindness, Creativity, Collaboration, Belonging, Wellness*. Our employees are the heart of our organization and work collaboratively to meet the unique and evolving needs of over 40,000 Calgarians.

At Carya, we take care of our people and proudly provide our employees with:

- Exceptional work life balance including paid vacation time off, personal time off each month and office closures during the year.
- A supportive and flexible work environment that includes professional development opportunities.
- A focus on health and wellbeing including access to virtual mental and physical health supports, employer paid extended health benefits, dental benefits, an annual health spending account and Employer matched RRSP contributions.
- Recognition that peoples are a combination of many intersecting identities; we work to cultivate an environment that welcomes the whole person and harnesses the strength that is available in our diversity, creating a rich and inclusive workplace.

The successful applicant will receive a comprehensive total compensation package including:

- Employer-paid premiums for extended health benefits and 50/50 share of dental premiums.
- Up to 7% RRSP matching.
- Annual Health Spending Account.
- Three (3) weeks paid vacation pro-rated to start date and eligible for use in the first year of employment.
- Monthly Personal Time Off (PTO) day.
- Paid office closure days between Christmas and New Year.
- Discretionary Day of Observation each year for use on a day that is of personal significance.
- Agency provided property as needed by the role.

## CLOSING DATE

Until a suitable candidate is found.

## HOW TO APPLY

1. Please submit a single PDF containing your cover letter and resume with your name as the file name.
2. Email your file to [HR@caryacalgary.ca](mailto:HR@caryacalgary.ca) with the job title in the subject line.
3. Applications submitted without a cover letter will not be considered.

*We thank all those who expressed their interest, however only those selected for an interview will be contacted.*

**Equal Employment Opportunities, Requesting an Accommodation, and Other Employment Statements**

Carya is deeply committed to building a workplace where inclusion is not only valued but prioritized. We are proud to be an equal-opportunity employer, seeking to create a welcoming and diverse environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, family status, marital status, sexual orientation, national origin,



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genetics, neurodiversity, disability, age, or veteran status, or any other non-merit based or legally protected grounds.

Carya is committed to providing reasonable accommodations to qualified individuals with disabilities in the employment application process. To request an accommodation, please contact People & Culture by email at [HR@caryacalgary.ca](mailto:HR@caryacalgary.ca) in advance of your interview.

The successful candidate must satisfactorily complete a Police Information Check with Vulnerable Sector Search.

Carya – Nurturing the Potential in Every Calgarian

