

JOB POSTING #2026-05-04

INTERNAL/EXTERNAL

Community Inclusion Programs

Supervisor

Wage: \$33.00 to \$35.00 per hour

Full Time: 35 hours per week, Monday to Friday

Permanent

Oversee the Daily Operations of the Community Living Program

Join the team at Archway

Come Help Us Help People

Location: Abbotsford

On Site (2 Locations)

Job Summary:

The Supervisor, Community Living is responsible for the daily operations and supervision of the Community Living Program in accordance with Archway policies and funder guidelines overseeing delivery of services to individuals with diverse abilities (developmental disabilities and/or autism spectrum disorder) in the Discovery Community Inclusion program, STAR program for children and youth, and the EPIC employment program.

Your Role:

Archway's Supervisor with the Community Living Program contributes by:

- Providing support, leadership, direction, and supervision to all staff in the Community Living programs according to Archway policies, the Collective Agreement, and funder guidelines.
- Evaluating the performance of staff, providing feedback and conducting performance evaluations.
- Identifying staff needs such as training, management, and personal development.
- Managing and following the hiring process for all new hires.
- Conducting regularly scheduled meetings with staff to provide ongoing support and problem resolution.
- Supporting the Manager in implementing and managing initiatives that support the desired organizational culture and change.
- In consultation with the Manager, communicating with stakeholders regarding daily program operations, including individuals' families and caregivers, staff members, MCFD, CLBC, community members, donor agencies, and local businesses providing information about Community Living programs and opportunities.
- Assisting the team to follow Positive Behavior Support Plans and Safety Plans for individuals served.
- Assisting the team to identify and plan social, recreational, and skill building for Discovery and STAR programs.
- Engaging in a collaborative problem-solving approach with individuals, staff, families, colleagues and supervisors to seek solutions to day-to-day issues; de-escalating tensions and resolving conflict.

- Developing, managing and updating the programs' budgets for Community Living in consultation with the Manager, ensuring effective and appropriate allocation of funds and fiscal accountability to meet funder requirements.
- Ensuring program delivery is consistent with agency and program mandate, policies, and procedures and as per CARF, CLBC, and MCFD program standards.
- Completing Funder's monthly reports, Archway quarterly reports and the CEO monthly update.

This position is a great fit for someone who has supervised staff in a unionized environment, has excellent communication and leadership skills, is skilled in managing budgets, has worked with clients with diverse abilities, and has great organization and time management skills.

Our Offer

- Wage: \$33.00 to \$35.00 per hour
- A permanent, full-time position at 35 hours per week, availability Mondays to Fridays. Some evening/weekend work required.
- Benefits include:
 - Three weeks pro-rated vacation in your first year; four weeks in your second year.
 - Three pro-rated wellness days per year.
 - Pro-rated sick leave days per year.
 - Opportunity to exchange a statutory holiday for a cultural day celebration.
 - A great benefits plan including extended health and dental; you choose your plan.
 - A pension plan; Archway meets your contribution.
 - Employee and Family Assistance Program.
 - Access to online wellness resources including newsletters, physical health videos, and wellness events.
 - Free use of Archway's wellness equipment.
 - Great in-house training opportunities.
 - Business insurance and associated mileage costs for program-related driving is covered by Archway.
 - Rewarding work in a positive and supportive environment.
 - Work/Life balance.

Getting an Interview – you will be considered if you have:

- Bachelor's degree in Social Work.
- Valid Class 5 Drivers' License, clean driving record and a clear Driver's Abstract.
- Valid First Aid with CPR/AED Certification.
- Non-Violent Crisis Intervention Training (NVCI) or Mandt training.
- Minimum two years recent related supervisory experience.
- Experience assisting individuals with diverse abilities (developmental disabilities and/or autism spectrum disorder).
- Experience managing a budget and reporting.
- Experience in a unionized environment.

The Job Requires you to have:

- Well-developed skills in providing feedback and coaching to others.
- Budgeting skills; able to manage a program budget efficiently.
- Ability to be flexible with work schedules to meet program/operational requirements.

- Ability to problem solve and adapt to changes in physical, emotional and health needs of clients.
- Strong organizational and time management skills; able to balance and prioritize workload to efficiently manage competing projects and priorities and respond to changing conditions and deadlines.
- Strong skills with Microsoft Office 365, including Word, Excel, Outlook, and PowerPoint to create reports, budgets, presentations, and communication with staff and colleagues.
- Strong relationship building and networking skills; able to build positive and trusting working relationships.
- Knowledge of CARF accreditation process is an asset.
- Ability to navigate challenging conversations and sensitive topics.
- Ability to accept direction concerning client care matters.
- Ability to have direct, in-person contact with staff and clients; adherence to health and safety protocols is required.
- Ability to work in a high-paced environment with demanding deadlines.
- Ability to work with people in challenging, crisis and conflict situations requiring the ability to de-escalate.
- The use of a personal vehicle may be required for program-related driving; must be able to be insured.
- Willingness and flexibility to work evenings and weekends.
- A satisfactory Criminal Records Check is a condition of employment.

Closing date is August 30, 2026

TO APPLY

Interested applicants are to reference **Posting #2026-05-04 in the subject line.**

Please submit your cover letter and resume in one **PDF** attachment to: [Avanti](#)

Subject: Job Posting #2026-05-04

No phone calls please. Only short-listed applicants will be contacted.

Must be legally entitled to work in Canada.

Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

We acknowledge that we gather on the traditional and unceded territory of the Stō:lō people. Stō:lō territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation. We give them thanks for sharing their land and resources with us.

We invest in the mental health and wellbeing of our employees.

We're proud to share that Archway was recently recognized for having a 5-Star Safety Culture!

Every year, Canadian Occupational Safety (COS) recognizes organizations across Canada that exemplify excellence in fostering robust workplace safety cultures. Winners demonstrate a commitment to proactive risk management, comprehensive training, and employee engagement.

This award reflects our ongoing commitment to creating a workplace environment where employees feel safe, seen, and supported.

If you're interested in working for an organization where safety is a priority, come work with us at Archway.