



Explore Lead

Location: Vancouver and Lower Mainland

Position: Full Time Permanent 40 hours per week

Compensation: \$80,579.20 - \$85,675.20 annually, excellent benefits included after successfully complete probationary period

Start Date: June 01, 2026

Join us to advance our vision of Good and Full Lives for Everyone.

posAbilities assists individuals with developmental disabilities to lead meaningful and healthy lives. We accomplish this by partnering with local communities to provide a comprehensive range of person-centered services for individuals and the families who care for them.

Our employees experience joy, meaning and beauty at work. They have more opportunities to be creative and autonomous, living life doing what they love.

The Explore Lead is accountable to the Development Lead.

The Explore Lead must have a flexible schedule and have the ability to function independently with creativity and initiative.

KEY DUTIES AND RESPONSIBILITIES :

Practice Leadership

- Processes and receives referrals for Explore and conducts intake meetings.
- Provides information on all services offered by the Association to persons served and other stakeholders.
- Supports staff in offering a service journey experience from a person-centered approach, with an emphasis on self-determination and individuality.
- Provides practice support to staff supporting persons served in developing their service journey using appropriate planning tools.
- Provides direction and support to staff with coordination of service journey based on desired individual outcomes.
- Collaborates with person served, their networks, Team Leaders/ Managers and other Association services to address any issues that arise during their service journey.
- Liaises with other managers to ensure seamless movement between program/services, minimize duplication and ensure efforts are coordinated.
- Provides direct support to persons served through intake and facilitation of groups
- Monitors persons served journey experience by maintaining regular communication with person served, their networks and program/service managers.
- Participates in formal or informal coaching/mentoring of staff.
- Promotes a supportive, creative learning environment with continuous quality improvement.
- Fosters a positive team culture, mediates conflict, and promotes employee engagement.
- Promotes collaboration and communication between staff.

Development

- Leads development of tools, documents, procedures, practices and processes that inform service journey.
- Participates in the development, ongoing implementation, collection and analysis and evaluation of data related to Explore.
- Leads development of group offerings for persons served
- Lead role in the research, design, implementation and analysis of Explore service and impact.
- Leads staff in testing, reflecting on and iterating practice
- Promotes rigor and reflection in Explore theory and practice.
- Identifies opportunities for innovation and/or strategic growth.

Human Resources, Supervision and Administration

- Provides direct supervision for staff, ensuring that all services provided meet expectations and requirements.
- Conducts performance evaluation, interviewing and discipline in conjunction with the Development Lead.
- Prepares and contributes to the development of reports.
- Ensures the team's data administration is timely, accurate and current including person served information on ShareVision.
- Monitors the number of persons served staff are supporting and the intensity of support; informs Development Lead when there is capacity for additional referrals.
- Designs, delivers and documents orientation to new staff.
- May represent the organization at a professional and community level (e.g. committees) and participates in the organization's special events and marketing; assists with the drafting and review of promotional materials.
- Participates in meetings with other stakeholders as required.
- Participates in all aspects of the Health and Safety Program including safety and emergency procedures, in order to provide a safe work environment.
- Participates in Quality Assurance, monitoring and administrative duties.
- Ensures all services provided meet the expectations and requirements of the Association's contractual obligations
- Identifies training needs for staff and supports them to undertake professional development.
- Reports all barriers and concerns to the Development Lead.
- Performs other duties as required.
- Leads development of group offerings for persons served.

ABOUT YOU:

- 3-5 years working in highly collaborative environment and with multi-stakeholder groups
- An undergraduate degree in Social work, Social Sciences, Human Services or an equivalent combination of education and experience
- Evaluation, social research and development and/or service design experience is an asset
- Demonstrated ability to work with individuals with diverse and unique communication styles
- Previous administrative, program management/development and supervisory experience with demonstrated planning and organizing skills
- Demonstrated ability to collaboratively liaise with professionals, stakeholders and community members
- Excellent written, verbal interpersonal communication skills

- Ability to work independently and as part of a team
- Adaptability and flexibility
- Acts decisively and proactively in a wide variety of situations
- Commitment to Association's Code of Ethics, Values and Mission
- Commitment to innovation, data collection with an ethnographic lens to ensure co-design practice
- Creates the framework which service is tailored to participants and support circle members
- Working knowledge of information technology
- Excellent organization and time management skills
- Sound knowledge of the principles of person-centered planning and positive behavioral/communications supports
- Knowledge of the needs of youth in transition and adults with developmental disabilities
- Familiarity of agency and local community resources and services
- Training in multi-stakeholder collaboration, conflict resolution or facilitation an asset

You MUST have the following:

- Emergency First Aid and CPR level B or C
- Current TB Test
- A clear Criminal Record Check for Children and Vulnerable Adults
- A valid BC Class 5 driver's license, clean driving record, reliable vehicle with business insurance with minimum \$3 million liability

YOUR Application:

Please apply with your resume via our website at www.posAbilities.ca/careers or via email to careers@posAbilities.ca . Please note, while we would like to connect with everyone interested in this position, only applicants chosen for interviews will be contacted.