

## Organizational Structure

Knowledge about the internal structure of an organization is imperative for Direct Support Professionals. It helps people understand the way an organization works – who sets policy, who handles certain problems and so on. It allows employees to ‘*go through the proper channels*’ to get direction and solve problems and to assess the possibilities for advancement within an organization.

A typical organization has numerous levels of staffing, with each group involving several kinds of positions. The titles of these positions may vary from one organization to the next. The following list (not in any particular order) includes titles of many positions that exist in the disability services sector in Saskatchewan, and include:

- A. Director, Executive Director, General Manager, Administrator, or Chief Executive Officer.
- B. Senior Manager, Associate Executive Director.
- C. Program Coordinator, Program Director, Program Administrator, Director of Client Services, or Director of Programming.
- D. Residential Supervisor, Vocational Supervisor, House Manager, Shop Supervisor, Program Manager, Group Home Operator, Residential Manager, or Team Leader.
- E. Direct Support Professional, Residential Worker, Activity Worker, Supportive Independent Living Worker, Support Worker, Job Coach, Program Staff, Day Program Staff, or Employment Support Worker.
- F. Bookkeeper, Office Manager, HR Manager, Clerical/Finance Manager, Executive Assistant, Office Assistant, Office Manager, Office Administrator, Administrative Assistant, Secretary or Receptionist.

Organizations in the disability services sector, like those in other fields, continue to change and grow. While the organization you work for may not have all of the positions or levels of staff as identified above or in the typical organizational chart on the next page, having a clear understanding of how your organization operates will help you better understand how all the roles fit together within an organizational structure.

## Typical Disability Services Organizational Chart

