

# Community Living St. Marys and Area

## Our Vision

*A community where everyone belongs*

## Our Mission

*To nurture the ability and willingness in our community to welcome and support all people as valued, participating and contributing citizens.*

**Position:** Team Leader

**Immediate Supervisor:** Director of Support Services

**Approved by Board:** May 30, 2016

**Date written:** January 16, 2003

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## **Job Summary**

The Team Leader will:

- Ensure that supports services are in place and coordinated as outlined in a person's support plan.
- Work to develop support options that are creative and responsive to people's needs reflecting skill development that leads to increased choice, control and self-determination.
- Ensure that people have opportunities to discover their gifts, abilities and skills and also ways to contribute them.
- Be involved in all aspects of supervision of support workers, night support workers, student support workers employed by the Association in consultation with people we support or their designate
- Support people to coordinate and monitor additional supports that may be contracted
- Creatively and respectfully work for people in all aspects of life including their home, work, leisure and community
- Support people to develop and nurture their relationships with family, friends, neighbours and other citizens
- Be accountable to the person in regard to dignity, respect, quality of their support and outcomes and will respect the involvement of family and friends in supportive decision-making

## **Job Responsibilities and Duties**

1. Committed to the vision, mission, principles and goals of the Association
  - 1.1 Respect and maintain confidentiality at all times

- 1.2 Use respectful language at all times
  - 1.3 Positively represents the Association
  - 1.4 Work in a manner which is conscientious, respectful of people and consistent with maximizing the quality of life of each individual receiving support
  - 1.5 Work effectively in a team setting
  - 1.6 Willingness to share resources i.e., connections, skills, stories
2. Ensure that supports services are in place as outlined in person's support plan
    - 2.1 Develop support plans and ensure they are current
    - 2.2 Recruit, hire, orientate, train support workers, night support workers and student support workers in consultation with people we support or their designate
    - 2.3 Ensure supports are scheduled
    - 2.4 Carry the "On-Call Emergency" cell phone and respond
    - 2.5 Develop personal support agreements as required
  3. Supervise support workers and student support workers employed by the Association in consultation with people we support or their designate
    - 3.1 Provide and support participation in training
    - 3.2 Provide support to workers through regular contact and coaching
    - 3.3 Conduct performance evaluation at least annually
    - 3.4 Implement disciplinary action as required
    - 3.5 Acknowledge positive contributions
  4. Develop and nurture staff teams
    - 4.1 Facilitate team meetings
    - 4.2 Provide and support participation in training
    - 4.3 Act as a resource
    - 4.4 Focus on team building and effectiveness and facilitate leadership opportunities within the team.
    - 4.5 Communicate effectively
  5. Provide direct supports
  6. Be a community resource
    - 6.1 Participate on committees both internally and externally
    - 6.2 Develop natural supports
    - 6.3 Network with people in our community
  7. Work respectfully with families and others important to the person receiving support
    - 7.1 Share information and communicate effectively

- 7.2 Support monitoring and co-supervision
- 7.3 Engage families and others in the person's life and agency happenings, where appropriate

8. Budget Development and Monitoring

- 8.1 Identify and lobby for funding needs and wants
- 8.2 Generate data required for budget completion
- 8.3 Be aware of agency allocation process
- 8.4 Develop and monitor individual budgets
- 8.5 Be aware of funding resources and processes

9. Fulfill administrative requirements

- 9.1 Attend biweekly support service meetings and others as required
- 9.2 Maintain complete and accurate records for people supported
- 9.3 Maintain complete and accurate records for employees
- 9.4 Maintain complete and accurate records on database (Sharevision)
- 9.5 Develop proposals
- 9.6 Participate on committees
- 9.7 Work on behalf of the agency in a focus area(s) as a lead.

*Please note: Due to the changing nature of our work, other responsibilities and duties may be added or changed.*

### **Job Specifications/Qualifications**

#### Values and Beliefs

- A belief in and respect for human rights
- A fundamental respect for all citizens and their right to make their own choices
- A deep rooted conviction that members of community have the capacity to welcome and include all citizens
- A mindset that highly values diversity in people and in the relationships and connections they have
- A belief that our community is stronger when it invites and relies on the gifts and contributions of all its members
- Deep understanding of the supported person and their community

#### Core Competencies

- Advocating for Others
- Collaboration
- Creative Problem Solving and Decision Making
- Developing Others

- Fostering Independence in Others
- Holding People Accountable
- Leading Others

#### Education & Related Experience

- Degree/diploma in human services field or equivalent
- 3 years working in leadership position which includes some supervisory experience

#### Requirements

- Current Standard First Aid/CPR
- Police Vulnerable Sector Check
- Have and maintain a valid Ontario "G" Driver's Licence
- Access to a safe and reliable vehicle with insurance coverage

*Please note: Due to the changing nature of our work, the employer is entitled to adjust the qualifications.*

#### **Essential Duties**

- Typically physical in nature and may require lifting, bending, quick physical responses, heavy cleaning
- Supports may be provided 7 days per week 24 hours per day and therefore require a commitment to work flexible hours including weekends and holidays
- Due to the changing nature of the work, a commitment to ongoing training and education is required

#### **Working Conditions**

- Work occurs in the homes of people supported and other places they may visit. Team leaders must be respectful of those environments. Team leaders may be exposed to various conditions, for example, smoke, pets, loud noises, extreme temperatures, infectious diseases and aggressive forms of physical and verbal communication