



## Team Leader: Full Time Permanent (40hrs)

We are seeking a Team Leader to join our small agency in St. Marys, ON, in a full time capacity. In this newly revised position, the Team Leader will play a dual role by providing key leadership and supervision of support staff within our agency, as well as providing direct supports to the people we serve.

You will assist the Manager by providing day to day support and direction to teams(s) of support workers that lead to a meaningful life directed by the person in their home and community life in a way that enables the capability of the person, the engagement of family, friends, community members and community associations in support of the person's gifts, contributions, goals, interests and preferences.

You are also a person who strives to do your best, supports and consistently models our agency values and goals, works well with others, carries out assigned tasks in support of a culture of accountability, maintains confidentiality at all times, develops and promotes our agency gift culture, and is someone who is comfortable and able to ask for clarification when needed.

In this full time position, you will be held accountable through:

- Providing effective team leadership by holding regular team meetings
- Explaining the context for each team's work, as set by the Manager
- Planning your own work and setting the direction for daily, weekly, monthly plans of all team members
- Providing feedback to team members on task assignment, results and behaviour including recognition, correction and making recommendations to the Manager for disciplinary action of support staff when necessary
- Recommending to the Manager on the personal effectiveness of team members and on completion of performance appraisals of team members
- Coaching team members as directed by the Manager
- Orienting/training new team members regarding established procedures, practices, and service principles to the people receiving support
- Recommending to the Manager the confirmation of new staff during the on boarding and hiring process, and at the end of probationary period
- Recommending improvements to established processes or procedures to the Manager in a timely manner

Your Specific Responsibilities will Include:

- Weekly time spent with people supported
- Implementation of processes related to human resource management, financial management, delivery of supports and services, scheduling of work, intake and referral, quality assurance measures and compliance requirements, planning, health and safety, accreditation, administration and communication
- Development and implementation of person centred support plans
- Implementation of approved individualized service and funding
- Completion and implementation of work schedules for support staff, in conjunction with approving hours worked for payroll purposes

- Recommendation of annual support budgets, with monthly monitoring of expenditures
- Assistance to people being supported and their support teams to maintain homes and property to prescribed standards
- Inputting data into internal systems, maintaining all required and prescribed files for people who are supported, staff team members and required records ensuring their accuracy, completeness and accessibility, and providing reports on this data as requested
- Ensuring compliance requirements of all external authorities
- Working collaboratively within designated internal cross boundary relationships
- Maintaining and improving relationships with family members, allies, and significant others in the lives of people supported
- Maintaining and communicating with external partners
- Carrying the on-call emergency phone as part of regular rotation
- Working outside traditional office hours (to include some weekends/evenings)

Educational/Work Experience:

- Degree/Diploma in Human Services field or equivalent
- Direct support work experience with people with developmental disabilities
- Demonstrated leadership skills and three years' experience in a managerial or supervisory role, preferably in the Social Services sector will be considered an asset.

What We Offer our Full Time Employees:

- Competitive salary range of \$52,956.80-\$58,947.20
- RRSP employer matching program
- EAP benefits package
- Extended medical benefits (after six months' probation period)
- Flexibility of hours
- Start at three weeks' vacation, recognizing value of positive work/life balance
- Ongoing educational/training opportunities
- Exploration of your Core Gift

Apply with cover letter and resume by **Tues, Sept 3, 2019 at 8am** to the Hiring Committee by email: [hrclsma@clstmarys.ca](mailto:hrclsma@clstmarys.ca), noting in your cover letter the job posting title. We thank all applicants; however only those selected for an interview will be contacted. **Interviews will be scheduled on September 11-12, 2019.**

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, Community Living St. Marys & Area will make every effort to accommodate applicants with disabilities in its recruitment process.

Current First Aid/CPR, Police Vulnerable Sector Check, valid Ontario 'G' license and access to a reliable vehicle with insurance coverage is required for all employees. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, Community Living St Marys and Area will make every effort to accommodate applicants with disabilities in its recruitment process.

OUR MISSION

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