



INTERNAL POSTING

Team Leader: Full Time Permanent

note: this position will be moving from its current contract status to a permanent full time position

Posted: May 1, 2025 Posted until: May 8, 2025

We are currently seeking a permanent full time Team Leader. The Team Leader will play a dual role by providing key leadership and coaching of support staff within our agency, as well as providing direct support to the people we serve.

As a Team Leader you are responsible to uphold and consistently model our agency values and goals, work well with others, carry out assigned tasks in support of a culture of accountability, maintain confidentiality at all times and develop and promote our agency gift culture.

What we offer in this position:

- Competitive salary range
- Employee Assistance Program
- Extended Health Care Benefits
- Flexibility of hours
- Ongoing educational/training opportunities
- Exploration of your Core Gift

In this position, you will be held accountable through:

- Coaching and supervising 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 onboarding and hiring process, and at the end of probationary period
- 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
- Recommending to the Manager on the personal effectiveness and performance of team members
- 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 and teams
- This role will be working specifically with transitional youth assisting them and their families to transition from Children Services to Adult Support Services.
- Implementation of processes related to human resource management, financial management, delivery of supports and services, scheduling of work, quality assurance measures and compliance requirements, health and safety, accreditation, administration and communication

- Development and implementation of person centered support plans
- Completion and implementation of work schedules for support staff, in conjunction with approving hours worked for payroll purposes
- Recommendation of annual support budgets, with quarterly 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 and maintaining all files for people who are supported
- 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 and transitional youth
- Demonstrated leadership skills and three years' experience in a managerial or supervisory role, preferably in the Social Services sector will be considered an asset.
- Familiarity with AIMS and/or Inclusion System databases will be considered an asset
- Proficiency with Microsoft Office Suite and Google Docs/Drives (G-Suite) will be considered an asset

Internal applicants can send an email of interest to the Hiring Committee: hrclsma@clstmarys.ca.

Our commitment towards Equality, Diversity & Inclusion: At CLSMA we believe that greater diversity will further strengthen our talent pool, enabling us to better serve and achieve outcomes. We are convinced that the different viewpoints and experiences of a diverse workforce offer the best value to the people we support and our employees. We are an equal opportunity employer and encourage application from candidates who have been historically disadvantaged or marginalized. We want CLSMA to be an organization where everyone feels included, where everyone is in an environment where they can thrive, where everyone can be their 'true self,' and where everyone can reach their full potential.

[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.