

# **Role Definition FOR SAI Team Leader**

## **GENERAL ACCOUNTABILITY:**

The SAI Team Leader shall be directly accountable to their SAI Supports Coordinator and indirectly to the Executive Director. He/she shall be directly accountable for all facets of the Support Team of the Saskatchewan Alternative Initiatives that they are assigned to, pertaining to the leadership of these areas, including:

- Direct support to the individuals
- The relationships with individuals, families and friends of the people served through SAI,
- The development, support and delivery of individual plans,
- Option development,
- Support team supervision.

## **NATURE AND SCOPE:**

This position reports directly to the SAI Supports Coordinator of SAI. There can approximately 4 - 10 full or part-time employees reporting to this position.

The Team Leader liaises frequently with the Coordinator or the SAI Executive Director. Good relations must be developed and maintained with the people we support, their network (family members, friends, personal networks), other team leaders, and SAI support personnel. Good external relations must be developed and maintained with the social workers, health care professionals, agencies, and community employers.

The most important decisions of the SAI Team Leader relate to the quality of life and support provided to individuals, particularly:

- Ensuring that planning is done with the individual and network,
- Ensuring the service provided is of high quality and in harmony with planning and SAI philosophy,
- Always working towards the individuals overall satisfaction. (The Team Leader understands that he/she is coming into the home/life of individuals served by SAI. The recognition of this must remain foremost in our minds. We must therefore respect their wishes in their service provision within the parameters of safety and quality of life. These parameters must be decided at the team level with the support of the individual, the family/personal network, funding bodies, and community supports (where available).

The hiring, training, and development of employees is done in consultation with the SAI Supports Coordinator and the SAI Executive Director.

The authority of this position includes:

1. Making personnel recommendations relevant to the assigned support team, in consultation with the individuals supported to the SAI Associate Executive Director.
2. Developing and supervising direct service to all individuals served by SAI,
3. Managing budgeted support hours and program costs relevant to the team,
4. Primary responsibility for direct support team orientation.

## **PRINCIPAL FUNCTIONS AND ACCOUNTABILITIES:**

1. Provides direct support and lifestyle planning with consistency to SAI beliefs and values.
2. Provides direct support to individuals relevant to their personal plan and contract expectations.
3. Updates and maintains CSP's for all individuals.
4. Ensures evaluation of the satisfaction of individuals and their network through regular contact and option communications with individuals, families, support networks and employees.
5. Liaises and participates with social workers as required to ensure that individual planning and review occurs, service needs are identified and met, and individual and personal network concerns are mediated and resolved.
6. Works within the community to develop options relevant to the individual's plan. (i.e.: special O, phoenix club etc)
7. Actively pursues job development or community opportunities through networking and public relations with prospective employers.
8. Provides support schedules for the support team, which will ensure quality support for the individual(s). Schedules are to be posted at least two weeks in advance
9. Coordinates and leads Team meetings, at least monthly. Invites Supports Coordinators and Executive Director to attend.
10. Provides monthly team updates, and informer updates s per schedules.
11. Double-checks and submits time and expense sheets for their team to the office as scheduled.
12. Ensures proper accounting and reporting of finances for the support as well as any personal funds individuals may entrust to the team.
13. Coaches, mentors, and assists employees in providing excellent individualized service including evaluating employee performance, building an effective team, developing employee performance plans, identifying training needs, applying corrective discipline as required, and participating in conflict resolution.
14. Liaises and cooperates with each person's home or day program concerning individual's issues, needs and desires.
15. Facilitates open and honest communication on a regular basis with their coordinator, Executive director, those we support, their families, social workers, support networks and SAI employees.
16. Ensures that all matters relating to the support and care provided to individual(s) served by SAI shall be treated with the utmost confidence and not discussed with people outside the support team of the individual.
17. Liaises with health care professionals as needed, regarding individual's needs; when required, coordinates and attends health care appointments, and maintains records of appointments and outcomes. Ensures implementation of recommendations through the individual's support team.
18. Ensures the supports and equipment used meet safety requirements.
19. Adheres to requirements outlined in contracts and other applicable legislation. Reports to social workers and other stakeholders as required.
20. To be available to support team via cell phone.
21. Ensures continuity of support in circumstances such as crisis response and support worker shortage.

22. Is an active member of the SAI Leadership meetings by; attending all scheduled meetings, providing input and ideas, attending in-services, functions, monthly team building activity and annual Board / Leadership planning day.
23. Ensures that all intervention data is maintained, recorded and summarized where necessary and reports progress and any issues to their Supports Coordinator and Executive Director.
24. As required is responsible for medication ordering and double-checking of bubble packs when order is received.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all the work assignments that may be inherent in the job.

## **PREFERRED QUALIFICATIONS:**

- 1) A minimum of four years of direct “hands on” support for people with disabilities and one year of progressive management experience is required.
- 2) Related post-secondary education is an asset.
- 3) Seasoned direct experience in Gentle Teaching is required.
- 4) Previous exposure to all facets of support.
- 5) Excellent organizational, communication and mentoring skills
- 6) Interpersonal and public relations skills are essential.
- 7) A working knowledge of the following:
  - Crisis Prevention and Interventions techniques
  - Augmentative Communication.

It is desirable that this position sees the impact of individually oriented vocational or daytime initiatives for each person served and community as a whole. This position should also demonstrate both creativity and common sense when serving people.

Incumbent:

\_\_\_\_\_  
Date: \_\_\_\_\_

Saskatchewan Alternative Initiatives

\_\_\_\_\_  
Executive Director  
Date: \_\_\_\_\_