

JOB DESCRIPTION

JOB TITLE: LEADER IN TRAINING

Reports To: Team Leader

Primary Role Focus

As a member of the SAI Leadership Team, the Leader in Training shall be directly accountable for providing high quality support to the individuals and working together with their team and Team Leader to ensure goals and objectives are met. This position is considered to be fluid and not necessarily attached to a specific team or home.

Key Tasks and Duties

- Provide direct support to individuals at SAI, which follows the established support plans and is consistent with SAI beliefs, values and philosophy.
 - Provide assistance to individuals in completing daily tasks, problem solving and decision making.
 - Follow through on team decisions, support plans and the directions given from their Team Leader and/or Coordinator.
 - Share and/or develop options for community involvement or employment.
 - Participate in PCP meetings and maintain a familiarity with individuals' plans, goals and team decisions regarding support approaches.
 - Attend all training, team meetings, etc. as required.
 - Participate in team meetings and team evaluations and provide input, suggestions or ideas.
-

-
- Responsible for medication administration in a manner consistent with SAI policy and procedures.
 - Liaise with health care professions as needed, regarding individual's needs.
 - Arrange and book health care appointments for individuals as delegated by Team Leader or Coordinator.
 - Develop strong, positive relationships with individuals, families, SAI employees and external agencies involved with the people served through SAI.
 - Complete all required paperwork and support time duties.
 - Ensure that all matters relating to the support and care provided to the individual(s) served by SAI shall be treated with the utmost confidence and not discussed with people outside the support team of the individual.
 - Drive individuals to work, community events, commitments, etc. as required.
 - Be on call for the Team Leader for a minimum of 5 days per month and Team Leader holidays.
 - Following the *Saskatchewan Employment Act* and other applicable permits, provide support schedules for the support team on a quarterly basis.
 - Review, approve, and submit time and expense sheets on a quarterly basis.
 - Complete all required month end duties and paperwork.
 - Minimum of 24 hours per week are required to be daytime hours.
 - Ensure the home is stocked with groceries and household supplies.
 - Ensure the cleaning and yardwork is maintained and any household maintenance is kept up-to-date.
 - Maintain a level of confidentiality related to the individuals and team members.
 - Attend all scheduled meetings, providing input and ideas, attending in-services, functions, monthly team building activities, and SAI Leadership Team Meetings as required.
 - Responsible for leading topics and facilitating conversation at Team Meetings.
 - Work in collaboration with the Team Leader for team orientations, training, and onboarding as per SAI's Orientation Policy.
-

-
- Ensure all safety requirements are met to the standard of SAI's Occupation Health & Safety Manual.
 - Accountable for 2 administrative hours per pay period with the exception of months where scheduling, payroll, and expense sheets are delegated.
 - Other duties as required.
-

Skills and Experience

- Previous experience providing “hands on” support for people with disabilities is an asset.
- Experience in or knowledge of Gentle Teaching is an asset.
- Strong organizational and communication skills required.
- A working knowledge of Augmentative Communication, Crisis Prevention and Intervention techniques is an asset.

Core Competencies

- Communication
- Teamwork
- Relationship Building

In signing below, I acknowledge and accept the responsibilities of my position as outlined.

Incumbent:

Date:

Witness:

Date:
