

## JOB DESCRIPTION

Job Title:	TEAM LEADER
Reports To:	Supports Coordinator
Direct Reports:	Support Personnel

### Primary Role Focus

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The Team Leader shall be directly accountable for the Support Team that they are assigned to. They will provide leadership in the following areas:

- Direct support to the individuals and working towards their overall satisfaction.
- The development, support and delivery of individual plans.
- Option development.
- Support Team supervision.

### Key Tasks and Duties

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- Provide direct support to individuals relevant to their support plan and contract expectations.
- Partner with the Supports Coordinator to create, update and maintain CSP's for all individuals.
- Ensure the satisfaction of individuals and their network through regular contact and open communication with individuals, families, support networks and employees.
- Attend and participate in Person Centered Planning meetings for the individuals supported.

- Work and network within the community to develop options relevant to the individuals' plan as well as job development and community opportunities.
- Coordinate and lead monthly team meetings where the Supports Coordinator attends.
- Adhere to requirements outlined in contracts and other applicable legislation and report info to social workers and other stakeholders as required.
- Liaise and cooperate with each person's home or day program concerning individual's issues, needs and desires.
- Liaise and participate with Community Service Workers/Community Intervention Workers and health care professionals as required.
- Ensure all appointments related to the individuals' overall health are scheduled and attended regularly (doctors, dentists, optometrists, specialists, etc.)
- Responsible for connecting with SAI's designated pharmacy, medication ordering and ensuring appropriate medications are in stock at the home.
- Responsible for ensuring medications are accurately packaged as per doctors' orders and communicating to the team information on medication changes.
- Work closely with the Director of Mental Health Services to ensure medication and mental health needs are met for the individuals.
- Make hiring recommendations for the assigned support team in consultation with the individuals supported and the Director of Human Resources.
- Responsible for team orientation, training and onboarding as per SAI's Orientation Policy.
- Coach, mentor and assist 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.
- Following the *Saskatchewan Employment Act* and other applicable permits, provide support schedules for the support team and ensure continuity of support in circumstances such as crisis response and support worker shortage.
- Review and submit time and expense sheets for the assigned support team.
- Provide monthly team updates and informal updates as required.

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- Manage budgeted support hours and programs costs relevant to the team.
  - Ensure proper accounting and reporting of finances for the support team as well as any personal funds individuals may entrust to the team.
  - 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.
  - Ensure all safety requirements are being met.
  - Create and update Fire Plans, Floor Plans and Disaster Plans.
  - Ensure all intervention data (interaction reports, restrictive procedures, consistent approaches) is maintained, recorded and summarized.
  - Facilitate open and honest communication on a regular basis with the Supports Coordinator, Associate Executive Director, Director of Mentorship & Support, Director of Mental Health Services, Director of Human Resources, Executive Director, those we support, their families, social workers, support networks and SAI employees.
  - Work with the Director of Mentorship & Support in ensuring Gentle Teaching is reflected in all aspects of the individuals' life as well as amongst the team.
  - Maintain a level of confidentiality related to the individuals and team members.
  - Be an active member of the SAI Leadership Team by attending all scheduled meetings, providing input and ideas, attending in-services, functions, monthly team building activities and the annual Board/Leadership planning day.
  - Be available to the Support Team via cell phone.
  - Other duties as required.

## **Education and Training**

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- Seasoned direct experience in Gentle Teaching.
- Related post-secondary education is an asset.

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- A working knowledge of Crisis Prevention, Interventions Techniques and Augmentative Communication.
  - First Aid/CPR Level C

## **Skills and Experience**

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- Minimum of four years of direct hands-on support for people with disabilities.
- One year of progressive management experience.
- Previous exposure to all facets of support.
- Excellent organizational, communication and mentoring skills.
- Interpersonal and public relations skills.
- Strong leadership skills in the areas of team building, forward looking, dependability, creativity and giving direction.

## **Core Competencies**

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- Leadership
- Problem Solving
- Time Management
- Communication
- Teamwork

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

**Incumbent:**

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Name (Please Print)

**Date:**

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Signature

**Witness:**

**Date:**

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