Southern Alberta Community Living Association

EXTERNAL JOB POSTING
TEAM LEADER – SUPPORTS TO ADULTS

Pay Band 400 – 499 **Reports To:** Coordinator **Union Status:** In - Scope

GENERAL DESCRIPTION

The Association's Mission statement states "*Southern Alberta Community Living Association is a leader in supporting people to live their best lives and pursue their dreams.*" Team Leader position, through guidance provided to Private Contractors, is pivotal to the implementation of the Mission Statement. It is through respectful guidance and support provided by the Team Leader, that Private Contractors support and assist individuals they share their lives with, to live in dignity, achieve personal satisfaction and inter-dependence and participate actively in the social and economic life of their communities.

ESSENTIAL QUALITIES

1. Understands that through the support provided to Private Contractors, individuals with a developmental disability are given opportunities to develop and maintain mutually supportive, interdependent community based relationships.
2. Recognizes this role as vital in accomplishing the mission, vision and philosophy of the Association.
3. Believes that people with a developmental disability have the ability and the right to live fully integrated lives that contribute to the community as a whole. .

Competition # **1288-1803/713-TL-EX-35**
Some lifting and transferring, personal care and physical assistance required.

HOURS: Monday – Thursday, 7:00 a.m. – 11:00 a.m. and Friday, 7:00 a.m. – 3:00 p.m.
Plus 3 flex hours and 8 admin hours to be scheduled in consultation with the Coordinator.

The TL will be required to work some flex hours to accommodate the individuals, meetings, medical appointments, and other administrative duties including the supervisory / support responsibilities for weekend staff.

Number of awake hours per week: **35**
Number of sleep/rest hours per week: **0**

HOURLY RATE: $17.80 PER AWAKE HOUR

CLOSING DATE: Will remain open until a suitable candidate has been chosen Posted: January 30, 2012

CONDITIONS OF EMPLOYMENT

1. All persons 18 years of age who receive a conditional offer of employment to provide direct support to adults or children through Southern Alberta Community Living Association, must provide a current, clear Criminal Record Check inclusive of a check relating to the Vulnerable Sector.
2. Valid driver's license and access to a vehicle with $1,000,000 public liability
3. Valid Emergency First Aid certificate

EXPERIENCE AND EDUCATION

1. A college diploma or a degree in a human service field of study is preferred.
2. Three years experience providing supports to people living independently in the community is preferred.
3. For the right applicant, a combination of education and experience may be considered.

RESPONSIBILITIES

The Team Leader works with 15-25 private contractors who live with independent individuals with developmental disabilities. The agency staff play a key role in assisting the individuals and Private Contractors to determine areas to increase independence and monitors the arrangement to ensure the contract expectations have been met. Team Leaders conduct Support Assessments, Home Studies, arranges introductions for potential roommates, assists in conflict resolution, and maintains agency documentation. The Team Leader liaises with guardians, external agencies, community resources and acts as a resource to the Private Contractor and Individual being supported.

REQUIRED SKILLS

1. Effectively supports others through active listening and solution focused problem solving.
2. Works as an effective team member fostering the goal of expanding the collective knowledge, skills and the abilities of the team.
3. Accepts feedback and constructive criticism, taking responsibility and appropriate action.
4. Strong verbal and written communication skills, time management and knowledge of community resources.

ALL APPLICATIONS MUST QUOTE COMPETITION NUMBER.
Please check the closing date before submitting resume and cover letter