



Southern Alberta Community Living Association

INTERNAL JOB POSTING **TEAM LEADER – RESIDENTIAL**

Pay Band 400 – 499

Reports To: Coordinator

Union Status: In - Scope

GENERAL DESCRIPTION

This position is vital in accomplishing the mission and values that govern the work done by this Association. The TEAM LEADER (TL) is a valued member of the team that assists individuals to live in accordance with their own beliefs, desires and choices. This position will provide on-site supervision to as many as 5 full and part-time staff, in addition to front-line support to 1- 3 individuals. As a Supervisor, the TEAM LEADER will be a role model in his/her communication with co-workers and individuals we support and will represent the Association courteously and professionally in all interactions with guardians, other agencies and the broader community. The TEAM LEADER will support, guide and mentor staff using the tools of supervision, constructive feedback and performance management to further staff's personal and professional development

ESSENTIAL QUALITIES

Union Status: In - Scope

1. An understanding that your role is to offer support and guidance, not direction and behavior modification.
2. A desire to actively assist the individuals supported by Southern Alberta Community Living Association to live in accordance with their own beliefs, desires and choices.
3. A belief that people with developmental disabilities can live self-determined lives in the community surrounded by friends and family.
4. An understanding that in order to function effectively as a member of a team, you must take responsibility for your own actions, striving to communicate effectively with the individuals you support, your co-workers and supervisors.
5. A willingness to participate in educational opportunities that promote professional growth.

Competition # **1289-33-TL-IN-40**
(Pending Funding Approval) Assistance with personal care required.

HOURS: Monday – Friday, 3:00 p.m. – 10:00 p.m.
Plus 5 flex 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.
Experience with positive behavior supports an asset.*

Number of awake hours per week: 40
Number of sleep/rest hours per week: 0

HOURLY RATE: \$17.80 PER AWAKE HOUR

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. 1 year of "frontline" supervisory experience in any discipline
2. A minimum of 2 years work experience in the human service field
3. Degree or diploma in a relevant discipline
4. Experience in the following is beneficial; lifting/transferring, FASD, medication administration, financial/documentation skills, conflict resolution, active listening skills.
5. For the right candidate, a combination of education and experience may be considered.

RESPONSIBILITIES

Working alongside staff, the TEAM LEADER will guide the team in coordinating the support needs of the individuals. This position is an integral part of the staff team assisting each person to live a full, healthy life, ensuring a variety of opportunities are available to her/ him and helping to maintain independence while providing any necessary physical and personal support. Responsibilities may include but are not limited to; providing guidance and support to staff, shift orientations, coordination of appointments and staff duties, attendance of internal/external meetings, ensuring the accurate completion of household/personal banking, budgeting, staff timesheets and expense claims and other applicable agency documentation. The TEAM LEADER also provides front-line support

ALL APPLICATIONS MUST QUOTE COMPETITION NUMBER.

Please check the closing date before submitting resume and cover letter