



Team Lead Position

Transitions is looking for a creative, innovative and energetic person to become a **Team Lead for Mobile Supports**.

Through commitment and coaching, the Team Lead will assist Direct Support Professionals in aligning their support with Transitions values.

The successful candidate will possess the value of equality and the skill-set needed for community networking, and facilitating supports for multiple people. The applicant must be a creative thinker, multi-tasker, possess strong organization and problem solving skills while overseeing a caseload of up to 10-15 staff. This person must be able to work independently and within a flexible schedule, including providing Week-end On-Call Support on a rotating basis (Approximately once every 6 weeks).

This is a Temporary 12 month Full-time Salary position, Monday – Friday 8:30 a.m. – 5:00 p.m. (Must be flexible to work occasional evenings and weekends.)

JOB RESPONSIBILITIES:

Leadership and Support to Direct Support Professionals:

- Be professional, honest and ethical at all times.
- Coach and provide direction to team members.
- Deal effectively with crisis; assessing the risk and act accordingly.
- Attend, participate in and occasionally chair Mobile and Adult Services Team Lead meetings.
- Complete team members staffing schedules.
- Identify and share with team members, resources and services within the community.
- Participate in the recruitment process. Identify staffing needs with Supervisor and participate in the interviewing and selection process.
- Oversee new staff frontline orientation.
- Contribute and participate in team member's performance appraisals.
- Participate in the Weekend On-Call rotation (approximately once every 6 weeks).
- Be trained in all aspects of personal care needs and able to teach and support staff in this area.

- Comply with all workplace health and safety rules and guidelines.
- Identify team members training needs and notify the Supervisor.
- Other duties as assigned.

Communication, Reporting and Documentation

- Communicate in a professional manner always ensuring confidentiality at all times.
- Ensure all required reports are completed accurately and on time: I.E. Medication and Critical Incident reports.
- Ensure staff hours of work are completed in Rise Time & Attendance accurately, and expense forms are submitted to payroll by the 5th of the month.
- Work in conjunction with the person supported and their guardian/family member on goal setting.
- Check and replenish all safety and emergency supplies.
- Complete annual, monthly and quarterly updates on: personal profiles, support needs, consents, service agreements, individual service plans (monthly ISP goal updates) quarterly report – complex needs supports etc.
- Ensure personal information is updated and distributed correctly.
- Other duties as assigned

Qualifications:

- Diploma in Disability Studies or related area of study. Previous direct or related experience may be considered equivalent.
- A minimum of 2 years' experience in the disability or related field of work.
- Previous leadership experience is an asset.
- Strong organizational, problem solving and interpersonal skills.
- Ability to effectively communicate (both verbal and written).
- Previous work experience in a not-for-profit organization would be an asset.
- Must have a clear, current Criminal Record Check, which includes Vulnerable Sector.