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## 4.2.21 Team Leader

### **Team Leader:** Position Description

Independent Advocacy Inc.

*The ideal candidate will possess some, or a combination of, the following requirements:*

**Responsible to:** Individuals receiving service and Persons with Developmental Disabilities  
Edmonton Board, Assistant Director, Human Resources and Director

#### MUST POSSESS:

- Successful reference including one HR/Management from related field where applicable
- Emergency First Aid and CPR (must be current)
- Clear Security Clearance (not older than 3 months & must include working with vulnerable persons check)
- Valid Driver's licence and proof of one million dollar liability insurance

#### Provided on site

- Abuse Protocol Workshop
- Skill Medication Delivery Course
- Crisis Prevention Intervention

#### Education and experience:

- University Degree or College Diploma from a recognized North American Institution. Education must be in a relevant human services field. (i.e. Social Work, Rehabilitation Practitioner, Psychology, Human Services Administration, Nursing diploma/degree). In addition:
  - Two years previous frontline experience working specifically with individuals with disabilities
  - Leadership in implementing CET standards
  - Applicants with previous supervisory experience/education will be strongly considered

#### Skills and Knowledge:

- Strong communication skills
- Clear written and verbal skills
- Competent computer skills for email, word documents and research on the internet
- They will have strong interpersonal skills and demonstrate ability to work with people, as well as show initiative and be an active member of the individual(s) support network.
- Ability to manage up to two or three teams

### Duties and Working Conditions:

- The primary role of the Team Leader is administration and organization of the home. However; it is expected that when required the Team Leader is able to directly support the individual's in their day to day needs.
- The Team Leader is also expected to be available for weekends and coverage when for vacant shifts.
- Monitor and in depth knowledge of the Community Support Worker duties
- Supervise staff and individuals team by providing support and leadership by example
- Aware of the details of each individuals lifestyle plan
- Ensure life style plans are enacted as per service agreements
- Lead staff to ensure every day needs of individuals are met
- Liaise with guardians, family members, and others involved in supporting the individuals
- Clear communication and timely updates with guardians and relevant family
- Monitor that medication cabinets are in accordance to policies and procedures in individual homes
- Monitor, reward, orientate, coach, and discipline staff (according to guidelines) in a tactful, respectful, and compassionate manner as required
- Flexible with hrs of work and available for emergencies
- Conduct mandatory bi-annual orientation sessions
- Monitor log notes and other required documentation for discrepancies or concerns and report to the Assistant Director when unnecessary
- Revise house policy and procedures according to CET standards
- Carry out required duties for payroll purposes
- Advise Human Resources of staff changes or requirements
- Document performance issues (contact notes) and warnings forward to HR
- Assist staff to maintain hours within specified budget
- Perform administrative duties (daily reports and emails to HR and supervisors, review of log notes, completion of month ends, revision of LSP/PCP, review and update Restrictive Procedure Documents, update Fact Sheets, Bathing Procedures, Lifting Procedures, Financial Guidelines etc)
- Attend Staff Annual Performance Appraisals and arrange monthly one to one meetings with staff
- Maintain open communication within agency and become involved in requested projects
- Conduct yourself professionally (including appearance) and represent the agency
- Help ensure confidentiality at all times within and outside of the individuals homes
- Read all notes, and communications daily & initial- ensure staff do the same
- Schedule staff and make changes when needed. Be available to work if replacements are not available
- Ensure individual home cleanliness, repairs, and outward appearance is kept in high priority
- Maintain individual finances in accordance with policy. Highlight any inaccuracies in funds and advise you Assistant Director

- Ensure that individual consent forms are kept current
- Set goals with individuals and support network: promote growth, independence and skill development as outlined in their foals and in relevance to their abilities
- Renew goals and objectives annually and where needed
- Participate in restrictive procedures committee meetings as required
- Check medication from pharmacy monthly, write up med sheets and ensure medication is obtained immediately following a medical appointment
- Submit required documentation according to schedule set with supervisor
- Coordinate monthly fire drills and safety checks
- Ensure individual satisfaction is addressed on a daily basis, and address any staff concerns promptly
- Ensure individual and staff safety in the home at all times; by completing the health and safety report along with the support staff each month.
- Report any repairs to management and/or Landlord
- On –Call Duties for the homes and the agency
- To know and to apply the company's safety policy and relevant Occupational Health and Safety legislation.
- To ensure that all employees are educated to work in a safe manner and that they use all protective procedures required by this company and by the legislation to protect their health and safety, e.g., rubber gloves, fully enclosed shoes.
- To enforce all established safety legislation and work methods. To take disciplinary action when necessary to ensure compliance with the regulations, e.g.,disciplinary warnings, suspensions.
- To conduct regular inspections of the work place to ensure a safe and healthy environment.
- To maintain a housekeeping standard and assign definite cleaning responsibilities to all workers. e.g., chore checklists.
- To provide each employee with information about hazards of his/her job and how to avoid them.
- To provide a good example for employees by always directing and performing work in a safe manner.
- To report all accidents immediately, to investigate all accidents fully and to advise management on how to prevent similar accidents in the future.
- To arrange for medical treatment when required, in case of injury or illness including transportation to a doctor or hospital when necessary.
- To read, understand, and comply with this company's safety policy, safe work practice, procedures.
- To carry out their work in a manner that will not create a hazard to their own safety and health or the safety and health of other employees.
- To take every reasonable precaution to protect the safety of other workers as well as themselves.

- To report all accidents and injuries to their supervisor as soon as possible.
- To complete any forms that need to be filed immediately. e.g. WCB forms.
- To report any anticipated loss of work time to their supervisor as soon as possible after being treated by a physician following injury.
- To administer first aid as required.
- Report any witnessed, suspected or reported abuse immediately to the Director via the agency on-call number.
- All other duties pertaining to the role, in consultation with supervisor.

### Hours of Work and Location:

- 35hrs/week
- In the homes that they supervise, office for meetings when required, and occasionally in other homes where required for assistance
- Floating rotation for weekend coverage
- expectation to cover shifts within the home when shifts are vacant

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