



ADAPTABILITIES

CREATING SUCCESS FOR LIFE

AdaptAbilities is a registered charity that provides an essential service to individuals with special needs and their families. Our unique programs promote positive self-care and well-being, empowering individuals to grow, succeed and belong. We are looking for dedicated professionals who share this vision to join our team. This is an opportunity to make a difference, supporting individuals to be a part of their community.

Team Lead

Purpose

The In-Home Team Lead (TL) provides leadership and support to front line employees and participants. Reporting the In-Home Program Coordinator, this position ensures program planning and implementation focusing on participant goals, meeting outcomes, and incorporating the three components for children and eight life domains for adults. The Team Lead builds capacity in both employees and individuals providing peace of mind for families in a one on one support model.

Key Functions

- Understands and clearly communicates organizational policies and processes to both employees and families
- Ensures employees are planning high quality programming encompassing meaningful days and purposeful support
- Assist In-Home Coordinator with case management of multiple families with varying level of supports
- Develops and fosters genuine relationships with families, individuals and employees
- Ensures program outcomes, risk management and quality assurance guidelines are met
- Conducts general administration, follow-ups, documentation and reporting duties
- Implement risk management policies with families and individuals receiving services
- Complete other duties as required

Qualifications

- Minimum one year post-secondary education in a related field
- 2-3 years' experience working with individuals with special needs
- 1+ years supervisory experience
- Ability to lead, able to mentor and coach other staff remotely and in person
- Experience working with individuals with complex behaviors
- Excellent written and verbal communication skills
- Proficiency with Google suites and Microsoft Office
- Strong organizational, problem solving and communication skills
- Class 5 Drivers License and own vehicle
- First Aid Certification with CPR, Non-Violent Crisis Intervention, Abuse Prevention and Response Protocol
- Clear police information check and intervention record check

Working Conditions

This full time position is primarily Monday to Friday between 7:30am – 6:00pm to a maximum of 40 hours per week. Flexibility to work evenings and weekends is required.

Compensation Package

\$19.10 to \$24.60 per hour. An attractive health and dental benefit package, paid personal days, RRSP matching and Health Spending Account including two weeks' vacation.

Application Deadline: June 19, 2018. E-mail resume quoting position title in the subject line to: employment@adaptabilities.ca

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