



Employment Opportunity



Position: Team Leader	Department: Child & Youth Home
Job Classification: (safety sensitive)	Reports to: Program Manager

Job Summary: The Team Leader will provide on floor supervision and ensure that all staff follows the Emergency Receiving Home Manual and the Onion Lake Health Board Inc. Policy and Procedures Manual. The Team Leader will oversee the responsibilities that the Child Care Workers are required to fulfill on a day-to-day basis. The Team Leader in conjunction implement daily programming with assistance from the admin/programmer that is suitable for clientele. The Team Leader will provide direction and support to all Child Care Workers. The Team Leader will provide leadership, mentorship and direction to all staff.

Job Duties:

- Apply positive TCI theories and techniques.
- Review and forward all documentation that is required from staff to appropriate Supervisors.
- Participate in admission conferences when applicable, review youth handbook for clients, resident check list.
- Review all daily logs (daily behavioural reports, daily log book, phone log, vehicle mileage log etc.)
- Check vans for cleanliness, gas gauge, etc.
- Do room checks/building inspections and report any unacceptable contrabands (once per shift).
- Report any damages within the home and/or Agency property
- Coordinate organizational skills to all staff in regards to contraband boxes, mud room, office procedures, daily routines, etc.
- Mandatory to attend and participate in scheduled staff meetings.
- Attend in workshops, seminars, and/or conferences when requested and/or approved by immediate Supervisor.
- To participate in and carry out extra curricular activities over and above normal work hours.
- Transport clients to programs, appointments when necessary.
- In coordination with Case Manager, ensure staff are informed about home visits, transportation for clients.

Job Qualifications:

- Youth Care Worker Diploma and/or Certificate or a related degree in the Human Service Field.
- Minimum of two years' experience working with youth.
- Valid certificate in First Aid/CPR; Valid class 5 driver's license; Clear Criminal Record & Vulnerable Sector Check
- Certificate in Therapeutic Crisis Intervention preferred.
- Ability to be a role model with a healthy lifestyle.
- Strong understanding of First Nations Language and Culture.

DEADLINE DATE: May 13, 2022

Only qualified applicants will be contacted for an interview.

Interested applicants, who meet the qualifications as listed above, must submit:

1. Cover letter
2. Current resume with dates specified
3. LIST of three current references with phone numbers
4. Vulnerable Sector Check/Clear Criminal Record Check
5. Drivers Abstract

Attention to: Human Resources Phone: (306) 344-2330 ext. 2238 Fax: (306) 344-2357
E-Mail: human.resources@onionlakehealth.org Mail: PO Box 70 Onion Lake, SK S0M 2E0

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