

Vision statement: *Every person we support will have a full and meaningful life, which means having a home, relationships of all kinds, and a variety of socially valued roles.*

Mission statement: *Rygiel Supports for Community Living serves people who have a developmental disability and multiple handicaps. The services are determined by a person's individual needs and are designed to enable each person to be a fulfilled participatory member of the community.*

INTERNAL JOB POSTING **Team Leader – (40 hours/week)**

We currently are recruiting at 34 Buckingham - providing support for 3 men
Please refer to Article 3:01 (b) of the Collective Agreement and the information below.

Job Summary:

The Team Leader is a full participating member of the staff team, which provides support to individuals to have meaningful relationships, activities and work within his/her community. The Team Leader will exercise, model and develop skills to support and enable the team to work collectively with the individual in addressing and meeting the needs identified by the Person Directed Plan and help to bring about the individual's visions.

Responsibilities:

- Assisting people supported and team members in fulfilling the Vision and Mission of the Agency
- Provide personal care to people supported
- Assist people supported to get to appointments, activities, work, etc.
- Communicate effectively with families of people supported while continuing to support relationships
- Connect people supported to their neighborhood and community
- Accountable to people being supported in order to attain goals set in Individual Support Plan
- Diligently able to promote healthy eating/living habits and follow guidelines according the Canada Food Guide and dietician recommendations
- Actively attend & participate in Team Meetings

Job Requirements:

- Relevant post-secondary education/academic training with relevant experience
- Minimum 3 years' experience in developmental services
- Proficient in household and personal financial management including: staying within monthly budget, being fiscally prudent with funds, ability to effectively reconcile monthly expenses and excellent math skills
- Proficient computer skills including a demonstrated ability to work with AIMS and Microsoft office products and coach other to do the same
- Successful completion of Pharmacology Course
- Current Cardio Pulmonary Resuscitation (CPR) Basic Rescuer and First Aid Certification
- NVCi Certification
- Clear Criminal Reference Check-Vulnerable Sector
- Rygiel Driver requirements (Full G class license, clean driving record, approved by Rygiel's insurance, Rygiel Driver's Log and road test successful completion)
- Able to perform moderate to heavy lifting

Knowledge, Skills and Credentials:

- Knowledge of community resources
- Experience with goal setting and completing goals as set out in Individual Support Plan
- Excellent listening/communication skills, and good writing and reporting skills, proper documentation
- Excellent homemaking skills (cooking, decorating, cleaning)
- Demonstrated participation in and application of assigned training (i.e Conscious Care and Support, Building Connections & Relationships, Your Uniqueness & Importance etc.), to better support individuals
- Conscious Care and Support and What is a Home, Mindfulness training an asset
- Excellent conflict management skills using patience, empathy and collaboration
- Excellent time management and organizational skills

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Language Skills:

- Knowledge of alternative communication that will be directed by the individual supported, i.e. Blissymbolics, SIGN language, Pic Symbols, where applicable.
- Ability to understand non-verbal and gestural language, where applicable
- Demonstrated oral and written English skills, appropriate to the requirements of the position
- French language skills considered an asset

Personal Qualities:

- Demonstration of strong interpersonal skills within a team
- Proven leadership skills and ability to motivate and encourage team members, valuing their strengths
- Ability to use critical thinking to support individual with complex health issues, including seizure management
- Experience with mentoring a team
- Ability to plan, implement, organize, multitask, make decisions, problem solve, meet deadlines and complete tasks independently, while following the input /directions given by the individual supported.
- Willing to learn new skills, respond to feedback and adapt to any situation
- Proven demonstrated ability to assist individual supported to establish and maintain positive relationships with each other, family, friends and neighbourhood
- Encourage, plan and actively participate in the community with people supported, connecting people to their neighbor
- Ability to take initiative and demonstrate creativity.

Specific Skills Required:

- Excellent mindfulness skills and awareness of emotional regulation
- Experience with seizures, Autism
- Being able to prioritize multiple demands – working well under pressure
- Experience with Behaviour Support Plans and strong ability with calming strategies and supporting individuals
- Experience with goal setting creatively and active engagements skills with people supported in their current environment and in their community

Availability:

- Available days, evenings, split shifts, sleepovers and weekends; willingness to be flexible, reliable and adjust schedules as required by the person(s) being supported and their personal schedule(s).

Date of Posting: 13 January 2021

Closing Date of Posting: 21 January 2021– 4:30 pm

Position: Team Leader - Full Time (40 hrs/week)

Rate of Pay \$22.4550 – \$24.7607

Posting #: Job Posting #2021 – 01 - C

**Please apply by forwarding your hand written cover letter (include posting #), and current resume to:
Human Resources or to Email: humanresources@rygiel.ca
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and will also provide reasonable accommodations, accessible formats and communication supports upon request to persons with disabilities who take part in all aspects of the recruitment and selection process