

# Holy Childhood

## - VACANCY NOTICE-

**JOB TITLE:** Team Leader

**REPORTS TO:** Day Services Manager

**DEPARTMENT:** Day and Employment Services

### **JOB SUMMARY:**

Support adults with intellectual and developmental disabilities to provide person centered opportunities; promote confidentiality, respect, dignity, uniqueness, and physical and emotional well-being. Work with the people we support to develop and maintain relationships, advocate for justice, equality and full community inclusion. A Team Leader will demonstrate respect, integrity and responsibility to the people supported, as well as to co-workers and members of the community.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Participates in the development and implementation of schedules, activities, and or employment opportunities. Communicates concerns to Day Services Manager in a timely manner.
- Organizes assigned DSP staff in implementing plans, objectives and activities as planned. Provides supports in accordance with the individual's program plan. Consistently implements and adheres to behavior management plans. Receives instruction, guidance, and direction from clinical staff on particular methods, treatments, etc.
- Utilizes a person centered approach by directly or indirectly providing opportunities for the people supported to make choices and decisions, learning to recognize individual's non-traditional expressions of preference, and encouraging the development of relationships with those other than paid staff and with other individuals with developmental disabilities.
- Provides written and/or verbal feedback to appropriate supervisory staff regarding individual or facility related concerns. Assists in determining needed equipment and supplies and is responsible for monitoring and maintaining spending for program and staying within budget.
- Contributes to the effectiveness of treatment or habilitative plans by actively participating in their development, implementation, and documentation.
- Monitor and maintain a clean, safe, and supportive environment for the people supported at all times. Participate in building evacuation and fire drills, and routine practice of infection control.
- Demonstrates appropriate techniques in all physical interventions with people we support, including dining, lifting, transferring, positioning, or physical interventions.
- Monitor for changes in overall health, behavior, appearance, and patterns of activities and follow reporting procedures for any changes.
- Maintain a positive working relationship with the individual family members/guardians, including providing status updates and acting as a positive liaison between family/guardians, the program and support team members.

- Assure that staff is assigned to the appropriate tasks; work is scheduled effectively; and checkpoints and controls are set for monitoring progress.
- Delegate's tasks and responsibilities to staff that are consistent with the scope of their capabilities, training, and policies of the organization.
- Complete necessary paperwork to meet Holy Childhood, federal and state regulatory requirements including but not limited to: data documentation, MAR's, behavior tracking data, supervision notes, and event reports. Reads, writes and follows through on all current documentation. Assures that team members complete accurate and timely documentation.
- Successfully complete required, on-going training requirements within mandated timeframes.
- Intervene immediately if abuse is suspected, notify the New York State Justice Center and follow the Code of Ethics set forth by the NYS Justice Center of the suspected occurrence.
- Assure that behavior is professional and consistent with Holy Childhood's culture, mission, values, philosophy, and policies and procedures, including treating individuals and others with dignity and respect.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Candidates for this position will have the ability to demonstrate and provide examples of: Continuous personal development and improvement; a "Person First" focused attitude; excellent communication skills (verbal and written); problem solving skills, strong organizational skills and the ability to effectively manage multiple tasks/projects. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to manage multiple priorities while maintaining effective levels of consumer service. Ability to stay calm and level-headed under pressure and still perform well. Must demonstrate good judgment, sensitivity, objectivity and poise. Good verbal and written communication skills. Ability to foster teamwork between all team members via open communication, sharing of responsibilities, and with a positive/ constructive attitude. Ability to complete the agency's on-boarding training program. Basic computer literacy, including use of email, Microsoft office and internet. Frequently required to stand, walk, sit, stoop, reach, push, pull, lift, climb and kneel. Exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently. Use medical equipment such as push/pull wheelchairs and carts (grocery). Cleaning duties such as vacuuming, cleaning dishes, taking out garbage, and cleaning core rooms.

## **EQUAL OPPORTUNITY EMPLOYER**

Holy Childhood provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

*Please send cover letters and resumes to:* [Employment@holychildhood.org](mailto:Employment@holychildhood.org)