



## **Job Description**

**JOB TITLE:** Team Leader

**REPORTS TO:** Manager of Day Services

**DEPARTMENT:** Adult Program (Day Services)

**SALARY RANGE:** \$18.37 - \$19.87

### **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 volunteer/employment opportunities.
- Provides appropriate support in accordance with the individual's Life Plan.
- 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.
- Monitor 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's family members/guardians and support team, 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: Billing documentation, supervision notes, and event reports

- Completes all required documentation accurately and in a timely fashion.
- 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.

## **EDUCATION and/or EXPERIENCE**

High school diploma/G.E.D. is required, plus two years working in human services, preferably with individuals with intellectual disabilities or an equivalent combination of education and experience. 1-2 years supervisory experience. Valid NYS driver's license required. Must have access to timely and reliable transportation. Must have ability to become an agency authorized driver and maintain such status. Must maintain current required certifications as designated by the agency including but not limited to: First Aid/CPR

## **EQUAL OPPORTUNITY EMPLOYER**

Rochester School of the Holy Childhood, Inc., does not discriminate against any person on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic background, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information, health condition, or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities.

## **ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I have read this job description and completely understand the job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that future performance evaluations are based on my ability to perform the duties and responsibilities to the satisfaction of my immediate supervisor. I have had the opportunity to discuss questions that I may have prior to signing this form.

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Employee Signature

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Date