

## COMMUNITY LIVING AJAX-PICKERING & WHITBY

### JOB POSTING

**POSTING NO:** 25-08

**DATE:** March 03, 2025

**POSITION:** FULL TIME TEAM LEAD

**HOURS OF WORK:** 36 hours per week  
Saturday, Sunday & Monday 7am-7pm

**DEPARTMENT:** ACCOMODATIONS SUPPORT

**LOCATION:** FORESTVIEW

**REPORT TO:** MANAGER – JENNINE JARVIS

#### JOB SUMMARY:

- The Team Leader is responsible for ensuring that service and supports enhance the quality of life for those supported.
- Serve as an exemplary model and mentor in delivering and ensuring that the team is actively working on goals for the people that the agency supports.
- Monitor and provide personal support and assistance in activities of daily living which are appropriate to the needs to all people supported by the organization; which includes providing personal care (personal hygiene, etc.) with dignity and respect.
- Central leader in conducting formal annual (minimum) reviews of the supported individuals' plan with the interdisciplinary team which serves to monitor progress in meeting goals.
- Model and Provide training designed to meet the needs identified through the Person-Directed Planning process;
- Perform various administrative duties (i.e. financial, health & safety, medication administration, property inspections, progress reports) as required;
- Participate in assessment process, collect and record behavioural data, implement behavioural treatment plans and protocols established by the multidisciplinary treatment team;
- Provide a safe environment for individuals, ensuring that policies and procedures are posted and adhered to as required;
- Attend staff meetings and training events;
- Promote a positive image of CLAPW within the community;
- Participate in community assessments and community-based treatment throughout Central East Region when needed;
- Perform other duties as assigned.

#### EDUCATION REQUIRED:

- Human Services education completed or in progress.

#### GENERAL REQUIREMENTS:

- Demonstrated Leadership skills
- Commitment to support people in an individualized way, using community resources;
- Commitment to the mission, vision, and values of the Association;
- Ability to engage and support individuals based on the Bio-Psycho-Social model and person-centred approach;
- Maturity and flexibility, good personal judgement in dealing with people;
- Ability to communicate verbally and in writing in a clear and concise manner;
- Ability to work effectively in a team environment as well as independently;
- Ability to work under pressure and to demonstrate experience in dealing with emergency and crisis situations;
- Knowledge of developmental disabilities, dual diagnosis, behavioural interventions, medications and medical resources;
- Computer skills (i.e. word processing, data recording, internet applications);
- Valid certificate and demonstrated proficiency in First-Aid, CPR and Safe Management;
- Valid driver's license;
- Availability for shift work, including weekends.
- Demonstrate regular attendance at work

#### PREVIOUS EXPERIENCE:

- Minimum 3 years experience in a social service organization supporting the inclusion of people with intellectual disabilities in the community;
- Experience in supporting adults with complex needs, dual diagnosis, and high behavioural needs in the community;
- Experience working with families, advocates, other services, and community leaders;
- Experience in working as a part of a multidisciplinary team.

**SALARY:** \$30.02/ hour, as per Collective

**BENEFIT:** As per Collective Agreement

**START DATE:** A.S.A.P.

**APPLY TO:** Jennine Jarvis, [Jennine.jarvis@clapw.org](mailto:Jennine.jarvis@clapw.org)

**DEADLINE** March 10, 2025 at 4:30 p.m.

Community Living Ajax-Pickering welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. If selected for an interview and require any accommodations, please contact Lena Reilly, Senior Manager of Operations.

905 427-3300 ext. 227.