

Team Lead

Aunt Leah’s has an immediate vacancy for a full time regular Team Lead in the Thresholds 1 Program. This is a wonderful opportunity for the right candidate to join our leadership team at Aunt Leah’s.

For over 25 years, Aunt Leah’s Place has helped prevent children in foster care from becoming homeless, and mothers in need from losing custody of their children throughout Metro Vancouver. To support them on their journey to self-sufficiency, we provide supported housing, job training and coaching on essential life skills.

We work proactively at the ‘entry’ and ‘exit’ points of the foster care system, helping low-income families maintain custody of their children and for foster youth readying to ‘age out’ with supports similar to what modern parents do for their own adult children in transition.

Job Summary: To oversee the day-to- day programming activities, recreational activities and residents’ participation for all of the Thresholds Participants. The Team Lead ensures effective program delivery consistent with society mandate, mission and values.

Reports To: Program Coordinator

Qualifications:

- 1 to 2 years post-secondary education in a related field and/or a relevant combination of education and experience combined with general suitability
- 1 to 2 years of experience working with moms and babies in a residential setting

Skills and Knowledge:

- Communication (Verbal & Written)
- Ability to follow and implement program policies and procedures
- Interpersonal Abilities & Team Work Skills
- Cultural Humility & Sensitivity
- Problem-Solving/Reasoning/Creativity
- Crisis Management/Conflict Resolution Skills
- Ability to work independently
- Trauma Informed Training
- Analytical/Research Skills
- Flexibility/Adaptability in managing priorities
- Computer/Technical Literacy
- Planning/Organizing & Budgeting
- Report Writing & Documentation
- Ability to Teach and Mentor Life Skills
- Knowledge of maintenance and upkeep
- Leadership/Management Skills
- Person Centered Approach & Practice

Requirements:

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| • Undergo & maintain Satisfactory Criminal Record | • Standard First Aid & Baby Safety Training |
| • A valid Class 5 BC Driver’s License and access to a reliable vehicle | • Proof of vehicle business insurance and \$5 million liability |
| • Produce a clear Driver’s Abstract | • Food Safe Certificate |
| • Motivational Interviewing | • Non-violent Crisis Intervention |
| • Knowledge of former Youth in Care and related behaviours | • Ability to create and maintain community resources and working relationships |
| • Follows Aunt Leah’s Practices | • Agrees to the Society’s Code of Ethics |
| • Other certifications as required by individual programs | • Maintains a solid self-care plan |

Key Duties and Responsibilities:

1. Program and Resident Participation:

- Schedules and attends all review meetings and ensures that participants are working on their goals and that the ISP goals and objectives are communicated effectively within the Thresholds staffing team.
- Completes three month follow up calls with past participants
- Completes life skills assessments at intake and discharge with all participants.
- Ensures intake and discharge surveys are completed
- Assists in planning life skills training, recreational activities and celebratory activities

JOB DESCRIPTION

- Identifies both physical and other needs of the program and addresses such needs to the Program Coordinator
- Participates in updating and maintaining the Thresholds Manual
- Supports the Program Coordinator with intakes.
- Responsible for implementing the Thresholds incentive programs
- Responsible for facilitating weekly resident meetings

2. Staff and Supervision:

- Responsible for overseeing scheduling of staff based on participant needs
- Provides feedback to the Program Coordinator to ensure that program staffing needs are met and that job descriptions are fulfilled
- Provides guidance and advice to co-workers as needed
- Provides support to staff in times of crisis
- Ensures policies and procedures are being followed
- Provides input on staff supervision and performance evaluation

3. Reporting/Fundraising

- Completes monthly house report and outcomes reporting for current funders.
- Completes statistical and evaluation procedures connected to Thresholds funding
- Assists with report writing to funders
- Ensures participant numbers and activities are maintained to a certain level to ensure continued funding

4. Financial Responsibilities:

- Responsible for providing receipts for petty cash used for Thresholds participants, following petty cash policy and procedure.
- Reviews and approves expenses for the Thresholds site and ensures that expenses follow budget

5. Health and Safety:

- Ensures regular emergency drills are completed, as per policy, checks safety devices in youth suites weekly (fire extinguishers, smoke detectors, carbon monoxide detectors, safety lights) and ensures that youth are knowledgeable of fire exit routes in their suite
- Provides supervision to ensure that residence and resource space are maintained to Society standards and that the environment is clean, safe and secure
- Is the Health and Safety Warden for the Thresholds site (See Health and Safety Warden Job Description), key aspects are due diligence for resident and staff safety.
- Responsible for annual baby equipment inspections and internal and external safety inspections

6. Communication:

- Attends Thresholds Team meetings, monthly Society Staff Development meetings and is a member of the Health and Safety Committee
- Informs past youth and mothers of events and activities taking place on a regular basis through email, Facebook and flyers
- Liaises with and seeks direction from Program Coordinator in crisis situations
- Attends Society Events as directed by Program Coordinator
- Follows Aunt Leah's Policies and Procedures

7. Confidentiality:

- Ensures all information about residents in the program is kept strictly confidential both internally and externally
- Ensures all written material is locked in the office and all phone calls regarding participants take place in the office
- Ensures Thresholds staff follow Aunt Leah's Society Policies and Procedures and Aunt Leah's Code of Ethics (includes Child and Youth Care Association of BC Code of Ethics, Aunt Leah's Privacy Policy, BC Rights of Youth in care & UN Rights of the Child)

8. Physical Demands: This position requires some lifting of heavier objects.

JOB DESCRIPTION

9. Work Environment:

Thresholds House is a Supportive Housing program for mothers in need; staff work alone.
An average shift is 7.5 hours

10. On Call:

Required to be an on call supervisor as scheduled

We offer: A comprehensive benefit package after 6 months of continuous employment that includes: dental, extended health care including vision care and prescription, RRSP after 1 year, personal time package, and employee discount at our Thrift Store.

Salary: Commensurate with qualifications.

How to apply:

If you meet the qualifications listed, and wish to work in a collaborative and supportive environment that offers ongoing professional development opportunities, please email your resume with a cover letter to: hr@auntleahs.org. You may also apply on our website at www.auntleahs.org. Short listed candidates will be contacted for interview. We thank all interested applicants in advance for their interest.

