



Residential Support Supervisor - CFS Home

Turning Leaf is a non-profit charitable organization dedicated to providing helpful services to those experiencing intellectual challenges and mental illness. This is an exciting opportunity for someone to utilize their experience and skills to move the organization to the next level!

Turning Leaf Residential Support Services are designed to provide 24 hour, in facility, person-centered supports to adults living with an intellectual challenge or developmental disability. Residential Supervisors report directly to the Residential Case Managers, and are responsible for overseeing the day to day operations of the home.

Duties and Responsibilities

- Complete Bi-weekly comprehensive summary report and participant progress notes to be submitted and reviewed with the Residential Case Manager. This report is to include information as directed by the Residential Case Manager, and is to include, but is not limited to information regarding participant's progress, medical record, goals, participant progress, relationships, status (etc.). A financial record submitted bi-weekly (when applicable).
- Formal standardized written incident reports on participant's incident as defined by the Province of Manitoba. To be submitted to Residential Case Manager. Within 24 hours of incident. Verbal notice to Residential Case Manager if incident to occur within 6 hours of support worker's knowledge of incident.
- Maintains files and records by ensuring that staff are filling out and handing in necessary forms, and by personally completing program service records and medical service records.
- Conducts weekly review of house budgets to ensure compliance with spending guidelines; check house monies weekly.
- Schedules staff coverage on a day to day basis. Arrange relief staff as necessary, in extenuating circumstances, Residential Supervisors Submit financial house receipts and tracking sheets to Finance at the end of every month.
- Facilitate monthly staff meetings.
- With the input from the residential case manager Supervisor is responsible for the creating and delivering of adequate training to new staff.
- Creating staffing schedule on a monthly basis will be required to work a shift if no other staff are available.

- **Care and supervision of the residents-includes, but is not limited to:**
- Helping residents with daily activities (ex: choosing clothing, dressing, hygiene, grooming, bathing).
- Monitoring and/or administering medication.
- Monitoring basic medical care and follow-ups.
- Supervising, guiding and directing residents.
- Ensuring fire safety and public health standards are maintained.
- Maintaining required records.
- Consulting with supervising agency, licensing authorities and other agencies involved with resident care.
- Encouraging residents to participate in social/recreational activities.

- Performs house hold duties as needed.

Qualifications

- As this is a female participant home, you must be female to apply for this position
- A Child and Youth Care Certificate or post-secondary education in a related field
- An understanding of aboriginal culture and issues facing youth in care
- Knowledge of CFS licensing protocols and procedures, including writing and submitting reports
- Excellent time management skills as well as the ability to prioritize workloads
- Highly experienced in working in a fast paced environment
- Effective interpersonal skills with the confidence to lead a team
- The ability to establish positive working relationships with all levels of personnel
- Ability to develop and deliver trainings
- Experience in working with youth facing addiction issues and understanding of treatment models.
- Experience working with youth living with mental illness and intellectual challenges
- Knowledge of the justice system as well as highly skilled in conflict resolution
- Proficient in Microsoft office (word, Excel and outlook)
- Current First Aid/CPR Certificate
- Current Criminal Record check, clear Child Abuse Registry check
- Non-Violent Crisis Intervention Certificate is an asset □ Valid driver's license with access to a reliable vehicle

Benefits

- Salary paid
- Health benefits immediately
- Enrollment in GRRSP (optional)

- Cell phone allowance
- Mileage reimbursement
- Expense reimbursement (must be a pre-approved expense)
- 3 weeks' vacation

How to Apply

Please submit your cover letter and resume to hr@turningleafservices.com by **Friday, November 10th**.