



## ABOUT US

Turning Leaf is a non-profit, charitable organization that provides person-centered, crisis and treatment services to low and high-risk vulnerable and marginalized individuals living with mental illness and intellectual challenge in our community.

Turning Leaf's support is customized to every individual's needs and risk level. We offer crisis-intervention and treatment services, community support, day program services, residential support (including emergency housing, 24-hour homes, cluster housing, and home share), a harm reduction program, clinical services, indigenous services and more.

## WHO WE SUPPORT

The participants of our programs are often deeply impacted by their circumstances which can become barriers to living safely and independently in the community. Trauma, homelessness, poverty, addictions, discrimination, sexual exploitation, societal stigmas, and lack of access to resources are some of the barriers our participants face every day.

## MAKE AN IMPACT

Being a part of the Turning Leaf family means you will have the opportunity to make a direct and positive impact on people's lives every day. The work is challenging in all the best ways and deeply rewarding. Many of our employees say they have found their life's purpose while working here.

Turning Leaf provides ongoing, meaningful training to ensure we remain an industry leader and that our employees have the skills and confidence to be successful in their careers. We are an organization that pledges to uphold a workplace culture of inclusion, diversity, compassion, and respect.

We are growing more and more all the time and we are always hiring. If you feel called to be a part of the Turning Leaf team, please apply today.

***New Hire Incentive Program: Full/Part-Time new hires will receive a \$200 bonus after six months of employment***

## **DAY PROGRAM TEAM LEAD JOB SUMMARY**

Reporting to the Day Program Supervisor, the Day Program Team Lead is responsible for aiding the Supervisor with the day-to-day operations of the Day Program.

Direct responsibilities include but are not limited to providing Turning Leaf's Person-centered supports to adults living with an intellectual challenge, developmental disability and/ or mental illness who attend one of Turning Leaf's Day Programs, providing leadership, training, developing, aiding with administrative duties, scheduling and supervising staff. As well as, assisting and working with the Day Program Volunteers through scheduling and support to ensure the smooth running of the program.

## **ESSENTIAL REQUIREMENTS**

- Cover letter and updated resume
- 18 years of age or older
- Available anytime 40 hours p/week (Full time) Monday-Friday 8am-4pm
- Clear Criminal Record Check with Vulnerable Sector Check (no older than three months)
- Valid Standard First Aid / CPR Certification
- Valid driver's license and access to a reliable vehicle
- Completion of a Post-Secondary Education in Human Services (Certificate, Diploma or Degree) is preferred
- A minimum of two years' experience in providing service to intellectually challenged adults and those experiencing mental illness
- One years of Supervisory experience in human services is desired
- Three employment references

## **QUALITIES AND QUALIFICATIONS**

Turning Leaf Day Program Team Lead must possess the capacity to be aware of and control one's own emotions. Moreover, Support Workers must be able to handle interpersonal relationships judiciously, empathetically, and professionally while executing their responsibilities and providing Turning Leaf's person-centered supports.

- Excellent written and oral communication skills
- Strong attention to detail and organization
- Conflict resolution skills
- Ability to handle multiple projects and priorities in a professional and timely manner
- Self-starter and proactive approach in resolving problems and issues
- Organizational and planning skills with related decision-making abilities
- Strong interpersonal skills and an ability to work effectively as part of the team
- Ability to read, analyze and interpret general information and data
- Ability to interact with all levels of personnel. Treat all with dignity and respect. Open and receptive to their needs
- Ability to effectively present information in a clear manner, demonstrate procedures and respond to questions
- Able to treat each participant with dignity and respect

## SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

- Help to oversee the efficient and smooth operation of the Day Program
- Act as the first point of contact for frontline Day Program staff
- Assist in the development and provision of behaviour management strategies, training programs, and member support as determined by the Day Services Manager and the agency clinical team or systems team (e.g., collateral team). This is to be provided in keeping with the agency's mandate and in a non-intrusive, non-threatening, non-manipulative, supportive manner, in the least restrictive environment as is possible.
- Aid in providing on-site supervision of Day Program staff
- Train Day Program staff on the implementation of Turning Leaf Inc.'s client centered support and behavioral programs
- Provide crisis intervention in the Day Program when necessary. Assist existing Day Program staff with conflict resolution and problem-solving
- Responsible for the ongoing development, monitoring and maintenance of individual member program plans, as well as the review and communication of such plans on an ongoing basis with co – workers
- Identify and directly intervene around behaviors of risk, as personal safety allows. Report risk behaviors to appropriate entity (e.g., police, Manager, etc.)
- Report any unusual occurrences to the Day Program Supervisor
- Assist and collaborate when applicable with any or all other collateral agencies as a representative of Turning Leaf Community Support Services Incorporated. To conduct in a professional manner when in the course of such business.
- Inform the Day Program Supervisor of any change in their status and disclose any conflict of interest (e.g., Driving record, upcoming obligations) that may compromise their position or effectiveness.
- Be available for training as requested
- Not use any physical force when working with a participant. Unless there is a present physical risk to the individual, or to another individual, including the service provider, physical restraint should never be used.

## DAY PROGRAM TEAM LEAD BENEFITS

- Salary Paid
- Three weeks' vacation
- Health Benefits
- GRRSP Program (optional)
- Paid Wellness Time
- Bereavement and Compassionate Care Time
- Mileage Reimbursement (when applicable)
- Employee Assistance Program (EFAP)

## HOW TO APPLY

Please submit your detailed cover letter and resume to [hr.sask@tlservices.ca](mailto:hr.sask@tlservices.ca)