**JOB DESCRIPTION**

**Position Title:** Assistant Team Lead – Respite Homes

**Program/Location:** Respite, 30 Bennett St., Carleton Place, ON

**Reports to:** Team Lead, Respite Homes

**Role Summary:** The Assistant Team Lead- Respite Homes is responsible for assisting the Respite Home Team Lead to deliver out of home respite, utilizing respite homes owned and operated by ConnectWell Community Health. Working closely with the Respite Home Team Lead, they are responsible for ensuring that ConnectWell Community Health is adhering to Ministry Licensing requirements and Quality Assurance Measures. This position will require some direct care shifts during the week or weekends to offer supervision and support to the respite home teams. All employees at ConnectWell are expected to embody the organization's values and perform the duties per the competencies required for this position.

**POSITION REQUIREMENTS**

1. **Education**
* Diploma or degree in one of the Social Sciences from a Community College or University or equivalent combination of education and experience

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1. **Professional Experience**
* Minimum two years of experience supporting families of individuals with physical and/or intellectual disabilities
* Experience with residential respite is an asset
* Knowledge of program evaluation and compliance requirements
1. **Key Competencies**
* Attention to detail and organizational skills
* Solution-oriented and sound decision making.
* Continuous quality and process improvement
* Effective communication and conflict resolution
* Team collaboration and adaptability
* Integrity and Trust
* Knowledge of programs and services that improve the quality of life for individuals with physical and/or intellectual disabilities
* Proficient in computer programs, including Word, PowerPoint, Excel, etc.
1. **Work Conditions**
* Participate in an After Hours On-Call rotation
* Ability to work between multiple programs locations
* Ability to work a flexible schedule, based on program needs as required. May include evenings & weekends
* Valid Driver’s license, insurance, and the use of a reliable vehicle
* Valid CPR/Standard First Aid, CPI and Clear Broad Record Check

**POSITION RESPONSIBILITIES**

1. **Team Support**
* Program orientation for new employees
* Assist with the daily operations of the team
1. **Program Delivery and Monitoring**
* Participate in client service delivery as required
* Assist in the implementation of assigned programs, ensuring adherence to goals, timelines
* Identify gaps or areas for improvement and collaborate with Team Lead to address them.
* Escalate team issues or challenges to the Team Lead in a timely manner, especially those requiring urgent attention
1. **Orientation and Staff Development**
* Support staff onboarding and training, ensuring team members understand their roles and responsibilities as well as policies, procedures, and culture.
* Provide training and guidance on job-specific tasks, tools, and responsibilities
1. **Communication and Collaboration**
* Regularly communicate updates, challenges, and successes with the Team Lead.
* Participates in regular team meetings to communicate program updates and discuss strategies for improvement.
* Collaborate with others to share best practices and contribute to continuous improvement initiatives.
1. **Reporting and Compliance**
* Ensure compliance with organizational, funder, and regulatory requirements.
* Under the direction of the Team Lead assist in preparing required reports for various internal and external stakeholders as required.

Other related duties as required.

**Standard ConnectWell Employee Responsibilities**

As an employee of ConnectWell, this position is responsible for the following:

**Administrative**

* Preserves confidentiality of all client and employee information and seeks to minimize risk while working with data
* Submits records of time worked and time off in a timely manner
* Maintains and develops professional competence, and where applicable, a professional license to practice, through appropriate continuing education methods (e.g. peer interaction, literature review, conferences, courses, staff development leave, etc.)
* Complies and adheres to all applicable ConnectWell policies and procedures

**Organizational Responsibilities**

* Respects and values the diversity of the community and individuals
* Supports the organization’s student placement programs
* Contributes to the organization’s work by participation in activities that seek to strengthen collaborative and interdisciplinary teamwork, such as committees and working groups, strategic planning and accreditation
* Contributes to the organization’s practices of hiring, orienting and training of employees
* Participates actively in team meetings
* Consults with and provides support to team members and other ConnectWell employees regarding professional issues
* Participates in the development of policies and procedures by providing feedback in the organization’s policy development process
* Works in a manner that incorporates health promotion and recognizes the determinants of health
* Participates in team and individual professional development opportunities

**Occupational Health & Safety**

This position must also work within the scope of all legislative and ConnectWell Health and Safety policies. In this capacity, the employee:

* Works in a manner that promotes a safe, secure environment, and is compliant with the Duties of Workers under the Ontario Occupational Health & Safety Act (Section 28)
* Must read and follow all ConnectWell Occupational Health & Safety policies
* Works safely in consideration of the following job hazards: noise, workplace violence
* Participates in Occupational health & Safety training as required:
* AODA
* WHMIS
* Employee Safety Training
* Other (as required)

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read this job description and understand and accept the responsibilities outlined within. I have also been given a copy of this job description.

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Employee Signature Date

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Supervisor Signature Date