

## **Overnight Stay Care – Team Lead (15 hours/week)**

Supervisor: ADP/OSC Manager

### **Job Description**

Reporting to the ADP/OSC Manager, the OSC Team Lead will coordinate the intake of clients, respite bookings, complete the staffing schedule, and plan and implement therapeutic recreation programs to optimize our clients' experience. The Team Leader ensures the quality of client care through the coordination and supervision of program staff and volunteers and utilization of community resources.

### **Job Responsibilities**

- Supervise a team of Personal Support Workers
- Coordinate and complete client intake assessments and ongoing evaluation of client needs
- Oversee day-to-day program operations, including budget, and purchasing of program supplies
- Scheduling staff
- Recommend to the ADP/OSC Manager the termination of clients not meeting program criteria
- Assist in the development of safety procedures, Policy and Procedure manual and Quality Assurance
- Regular updates and communications with the ADP/OSC Manager
- Assist clients with activities of daily living

### **Job Qualifications**

- Minimum PSW certificate, Recreation and Leadership Diploma, or Diploma in related Health or social service field.
- Minimum three years' experience in scheduling, and leading a team.
- Three – Five years' experience working with individuals with Alzheimer disease and related dementia.
- Excellent interpersonal, written and oral communication skills.
- Excellent organization and decision making/problem solving skills.
- Current CPR training
- Access to vehicle and appropriate license and insurance coverage.
- Good knowledge of community resources.

### **Organizational Responsibilities**

- Participates in regular team supervision and reports to ADP/OSC manager.
- Assists in the interpretation and promotion of OSC to potential referral sources.
- Attends staff, planning, and client meetings.
- Maintains accurate and complete documentation.
- Communicates unusual or hazardous incidents to the ADP/OSC Manager.
- Documents unusual incidents as identified in the Policies and Procedures manual.
- Notes and records changes in the clients' cognitive, physical and social status.
- Follow an established system for daily communication to ensure on-going transmittal of pertinent information among staff/volunteers.

- Is familiar with and adheres to policies and procedures of the OSC program, the agency, and follows management decisions.
- Operationalizes and understands pertinent emergency procedures, fire regulations, missing person procedure, etc.
- Communicates professionally with staff, clients and families in accordance with Day Program Policies and Procedures.
- Maintains a safe environment and monitors clients safety while at the program.
- Respects confidentiality and the dignity of clients.
- Undertakes tasks , special projects and other duties as assigned.

**Hours of work**

Monday 8:30-4:00pm

Wednesday 8:30-4:00pm