

House Leader – Residential Program

The House Leader oversees and takes the leadership role on a support team. The House Leader coordinates and manages all the day to day supports to ensure that persons supported achieve their personal goals, build relationships, make informed choices and exercise their rights. The House Leader ensures the support team has the resources necessary to help them facilitate people’s participation in social roles that lead to integration in a typical and valued life in the community.

Duties and responsibilities

General:

- Maintain positive and effective communication
- Maintain positive public relations with community, family and other professionals
- Follow and maintain policies and procedures regarding confidentiality and privacy in sharing information about people supported, employees and Simaril Inc.
- Understand and conduct self-according to Simaril Inc. Policies and Procedures and legislative requirements and communicates to direct reports.
- Provide resources for relief and replacement, including Emergency On-Call duties and support through crisis situations, when required
- Report any agency related changes and significant issues to the Executive Director or Residential Services Manager

Direct Support (Program Support):

- Maintain regular communication with people supported, employees, families, House Leaders, government agencies (ie. Family Services and Housing, Public Trustee), employers and external agencies regarding desired outcomes of people receiving support.
- Maintain informal contact and open relationships with people supported and Advocate on behalf of people supported when necessary
- Encourage people supported to express their wants and needs as required
- Identify need for services and inform RSM for proposal development
- Actively participate in planning process by identifying areas for service growth and future development
- Assist with program management ensuring that services are working towards achieving desired outcomes and goals of people supported.
- Participate in the selection of persons to be served by the Agency
- Assist and support with the property management of all departments ensuring the agency exceeds licensing standards.
- Assist and support with transportation management.

Administration:

- Ensure record keeping is current and secure in the appropriate locations as required meeting all legislative, and agency requirements; including but not limited to: personnel

documents, supported individual documents, meeting minutes, inventory, and archiving files.

- Assist with monitoring the management of funds of people supported
- Assist with the preparation of monthly schedules and processing of bi-weekly payroll.
- Assist with the monitoring and usage of vacation time, sick time and banked time.
- Authorize overtime as required.
- Develop, Monitor and Submit month end, year-end or administrative duties as required.
- Attend and participate in Leadership meetings as required.

Leadership:

- Provide leadership and guidance to Direct Support Workers to ensure that all team members are positively contributing to the lives of the people supported.
- Be actively involved in team development within the organization by attending and leading Team Meetings, promoting positive work environments, facilitating problem solving and providing leadership in the mission, vision and values of the organization.
- Assist with the Recruitment and selection of candidates.
- Assist with the Orientation, Training and Development process of direct reports.
- Conduct or Participate in Motivation Meetings of direct reports.
- Ensure follow-up on recommendations and developmental and training needs identified in Motivation Meetings.
- Communicate performance expectations by providing ongoing feedback on both a formal and informal basis.
- In conjunction with Human Resource Manager and Residential Services Manager address identified issues and concerns by following the Disciplinary Policy.
- Ensure resources are available for employees to fulfill their job duties.
- Delegate tasks as needed

Skills and Qualifications

- 2 – 3 years full time Direct Support Work experience.
- Leadership and/or Supervisory experience.
- DCSP (2 year program) or other related Post-Secondary education.
- Proficiency in the use of computer programs for:
 - Payroll Processing (IBEX Payroll preferred)
 - Excel (spreadsheets)
 - Word processing
 - E-mail
 - Internet
- Valid Driver’s license and access to a reliable vehicle for work purposes (preferred)
- Reliable and responsible.
- Excellent interpersonal skills.
- Able to work in a busy environment.
- Well-organized.
- Able to prioritize duties.
- Able to work independently and as part of a team.
- Able to provide basic employment documentation including a current Criminal Record Check, Adult Abuse Registry check

- Current First Aid Certification (level c)

Due to the personal and sensitive nature of this position successful applicants will be asked to provide an original Criminal Record Check with Vulnerable Sector Search, and an original clear Adult Abuse Registry Check and Child Abuse Registry Check Prior to starting employment.

Self-Motivated – handling workload enthusiastically with little external input.

Cooperative – working well with others in a team environment to accomplish objectives.

Committed – understands and exemplifies the vision, mission and values of the Agency.

Good Judgment – in assessing a situation and providing appropriate and viable solutions.

Flexibility – able to adapt to new and changing situations and circumstances.

Overall Agency Competencies:

Simaril – supports empowered living in the community for adults with intellectual disabilities.

Hours of Work and Working conditions

This is a full time position consisting of hour reflective of the locations assigned. This position may be required to work some overtime hours, with paid compensation, to provide additional support outside of the standard hours of work. This position generally includes Direct Support Work for approximately 60% of the time and Administrative & Leadership duties 40% of the time.

Benefits

This position has benefits including:

- Group Benefits after 6 months of continuous full time employment
- RRSP after 1 year of full time continuous employment
- Mileage paid.
- Cell phone provided for work related use.

Physical requirements

This job requires lots of sitting, walking, bending and lifting. The House Leader is frequently exposed to noise and a regular flow of people around the office or in the work location.

Direct reports

Direct Support Workers

Compensation & Benefits:

The House Leader's wage starts at \$19.50 an hour.

How to Apply:

- All interested applicants are asked to send a cover letter, their current resume. Your cover letter should demonstrate how you feel you could be successful with this role
- All communication relating to the process, including email correspondence and telephone conversations, may be used in the assessment of qualifications.



Applications will be accepted by Fax (204) 256-5076, or email to hr@simaril.ca until the closing date of the posting.

We thank all those that apply however, we will only be contacting those that demonstrate that they meet or exceed the expectations of the role.

This competition will be closed once a suitable candidate has been secured.