



Vista Maria Position Description

Job title	<i>Team Leader</i>
Reports to	<i>Supervisor</i>
FLSA Code	<i>Non-Exempt</i>
Revised	<i>March 2017</i>

Summary of Duties:

In accordance with the Agency's Mission Statement, Code of Ethics, policy and procedures, State of MI licensing, and COA standards, the **Team Leader** is responsible for providing direct supervision to assigned staff and to effectively utilize all resources available to provide a safe, healthy, and therapeutic environment for the residents and employees.

Primary Duties/Responsibilities:

- Plans and organizes work to meet all job requirements according to agency and COA standards, licensing, and funding requirements.
- Demonstrates leadership and organizational responsibility for solution of service delivery and staff issues.
- Provides monthly supervision, routine feedback and encouragement, training and development, etc. to team members to enhance staff performance, team approach and service delivery.
- Assists in evaluating the performance of staff, recommends disciplinary action and performance plans.
- Assists in the development of staff, providing supervision, on the job training, and annual goal and objectives process.
- Provides a safe and secured environment for the residents and staff by doing security checks of the entire unit daily.
- Provides direct supervision to the residents and staff by monitoring daily activities, performances, and/or behaviors.
- Completes daily routine and paperwork such as daily unit reports, distribution and documentation of medicine, meeting all medical needs, reading and approving all paperwork, communicate supervisor's log, documenting medical quick notes in daily unit report and being aware of all activities and whereabouts of all staff and residents.
- Provides backup services and assistance to other units/programs when needed.
- Responsible for completing monthly accountabilities such as monthly reports, individual staff supervision, team assignments, attending treatment team meetings.
- Develops and implements plans to resolve and control all crisis situations.
- Responsible for casework of assigned clients.
- Interacts directly and participates in the floor activities.
- Provides a homelike environment by monitoring and maintaining building cleanliness.
- Implements and monitors continuous quality improvement methods including performing as an agent to execute positive/proactive changes as appropriate.
- Completes all other related tasks as required or assigned by the Supervisor.
- Demonstrates personal integrity and professional demeanor in accordance with the ethics of the agency and profession.
- Stays informed of current practice developments within the profession, and uses educational and training opportunities to ensure continual professional competence.

Other (school) Duties:

- Ensures that residents are prepared and on time.
- Monitors classroom/hallway professionally.
- Monitors and assists in transporting or residents to and from class/school.
- Communicates and assists teachers/co-workers professionally as needed

Qualifications Required:

- Leadership skills normally acquired with a Bachelor's degree in the Human Services field, from an accredited school and two (2) years of experience in a residential child caring facility or organization or a high school diploma/GED with four (4) years' experience in a residential child caring facility or organization.
- Demonstrated leadership capacity and understanding of teambuilding skills and/or successful completion of Vista Maria's supervisory training.
- Demonstrated proficiency in basic computer skills.
- Demonstrated ability to interact positively in a culturally diverse environment.
- Ability to successfully pass medical and physical stamina examination in accordance with licensing and/or contract requirements.
- Demonstrated effective verbal and written communication skills.
- Valid MI driver's license without relevant restrictions.

Employee Signature: _____ **Date:** _____