



# Centre Walguan Centre

First Nations Youth Rehabilitation

## Full time Position

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<b>Job Title:</b> TEAM LEADER	<b>Reports to:</b> EXECUTIVE DIRECTOR
<b>Job Classification:</b> Management	<b>Salary Range:</b> Current pay scale

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### POSITION SUMMARY

The Team Leader is part of the clinical team at Walguan Centre and is responsible for providing clinical and supervisory services to staff and coordination of the daily activities at the Centre. The Team Leader provides oversight of the youth and treatment services provided to the clientele at the Centre. The primary duties will focus on the supervision of Attendants and in consultation with Walguan Centre clinical staff; provide administrative oversight of the multidisciplinary program targeted at youth intervention and treatment

### DUTIES AND RESPONSIBILITIES

Under the general supervision of the Executive Director and/or as part of the various workgroups and multidisciplinary youth services team, the Team Leader performs the following essential services within the framework of the Walguan Centre's core function and provision of essential services to youth clients

#### Summary of functions;

##### Supervisory Services

- Supervises or coaches others in the carrying out the daily activities at the Centre
- Ensures compliance with Walguan protocols
- Records and facilitates program staff meetings on a regular basis and as needed
- Ensures that all program staff are aware of and compliant with all Walguan rules, regulations, procedures and expected standards of care
- Oversees medication management services within the scope of practice and trains other program staff with medication care and responsibilities
- Coordinates and monitors schedules or schedule changes and supervising shifts Attendants, and the Cook to ensure day-to-day operational responsibilities
- Coordinates and supervises the orientation of new employees
- Conducts employee evaluations for program staff under their supervision including probationary evaluations for new employees

##### Program Support

- Establishes and maintains constructive working relationships that contributes to the integrated, seamless delivery of services to clients and their families, and with both internal and external colleagues
- Facilitates the in program planning and implementation



- Coordinates new hire orientation, guidance of volunteers and training of other relevant personnel by positively reinforcing successful performance and giving respectful and encouraging coaching as needed
- Coordinates services provided to clientele including medical appointments, weekend activities, daily activities and special events as necessary
- Establishes positive and supportive relationships with youth clientele and works collaboratively with them in advancing their personal and clinical goals
- Oversees the management of client files to ensure that they are well maintained and organized and that the files are properly opened and closed, including those associated with aftercare services

## QUALIFICATIONS

### Education and Experience

Certificate or Diploma in the field of social work, psychology, education, or human services AND three (3) years direct work experience OR Bachelor's Degree in the field of social work, psychology, education, or human services AND one (1) year direct work experience

### Other Requirements:

Non-violent crisis intervention certification

Requires demonstrated knowledge of oral and written communication skills for report writing and incident/progress reports

Detailed knowledge of all current Microsoft Office software applications and programs

CPR and First Aid certification for minor treatment of injuries

Committed to a healthy personal lifestyle

Criminal record check related to tasks

Bilingual, French and English

Familiarity with cultural practises

Employment start date: June 19, 2017

Closing Date for applications: June 14, 2017 at 4:00pm

Applicants should forward their resumes to [walgwan@globetrotter.net](mailto:walgwan@globetrotter.net)

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