

**PERMANENT POSITION VACANCY
(Internal & External)**

Internal Candidates: Please forward letter of interest and resume in confidence to Felicia Rozon, 101-749 Pandora Avenue, Victoria, BC, V8W 1N9 or email hire@coolaid.org by 4:00pm by Friday October 12, 2018.

External Candidates: Please complete the online Application for Employment form found here <https://CoolAid.org/apply> by 4:00pm on Friday October 12, 2018.

Please Note: The successful candidate must be available for at least one on call night per week, from 11:00pm-7:00am to answer questions and provide support via telephone and, in some cases, in-person.

Job Title: Team Leader	Vacancy Status: Full-Time Permanent
Program: Residential Services	Work Location: Rock Bay Landing
Start Date: October 2018	End Date: N/A
Hours of Work: 70 hours biweekly	Days of Work: Sunday, Monday, Tuesday every 2 nd Saturday
Shift Start: 3:00pm	Shift End: 1:00am
Hourly Wage Rate: \$23.83 - \$27.74	Shift: Evening

Benefits: Eligible for 100% **employer paid perks!** We offer comprehensive extended health and dental plans and cover employee MSP premiums. Employees also enjoy:

- 3 weeks paid vacation, prorated annually
- Municipal Pension Plan
- paid statutory holidays
- generous leave benefits
- frequent training opportunities

Job Classification: Program Coordinator

Union: BCGEU

Collective Agreement: Community Social Services

Job Summary

This position plays a key role in assigning and monitoring the work during a shift. The Team Leader is responsive to various emerging issues including capacity and work assignments, decision-making processes, and other client or staff needs. This position ensures the flow of communication and follows up with emergency services (such as police, ambulance, and emergency mental health) as required. The Team Leader oversees the reception and support of community partners when on site (such as police, health professionals, and caseworkers).

Qualifications

A certificate or degree in the social services field or the equivalent education and experience. Three plus years in a similar role that included supervisory, coaching, or senior administrative work. Required to complete the Ministry of Public Safety and Solicitor General Criminal Record Check prior to commencement of employment.

Skills & Abilities

- Excellent interpersonal, administrative, and organizational skills
- Enthusiastic ideas person who is flexible and reliable
- Ability to inspire self-confidence, encourage and motivate staff
- Ability to deal with a broad range of personalities, lifestyles, cultures, and capabilities
- Demonstrated ability to understand and apply policies and procedures
- Broad knowledge of community resources
- Experience working in a unionized environment
- Demonstrated teamwork, leadership and supervisory abilities.
- Able to work alone with minimal supervision

Classification information: Oversees the day-to-day operation of a site on assigned shift, schedules and evaluates staff. Significant positive or negative effect on program(s); work performed and decisions made have an impact on program service provided; decisions/errors have a moderate impact on program operations, work may have an impact on external relationships with other community service providers. Provides leadership, guidance and participates with staff planning and providing case plans and such.