



TEAM LEAD

POSITION DETAILS

<u>Job Title:</u>	Team Lead
<u>Department:</u>	RBWO
<u>Location:</u>	Cedartown Campus
<u>Salary Type:</u>	Hourly
<u>Supervisor:</u>	Director of Residential Services
<u>Schedule:</u>	Full Time

POSITION SUMMARY

The Team Leader is responsible for assisting the Cottage Supervisor in maintaining a functioning cottage. The Team Leader will be under the direction of the Cottage Supervisor and the Director of Residential Programs. Under the guidance of the Cottage Supervisor, the Team Leader will serve as a direct supervisor to the Cottage Life Assistants and will serve as an authoritative force on the cottage. The Team Leader is expected to communicate well with the Cottage Supervisor and keep him/her informed of any potential problems that may pose as a risk to the effective operation of the cottage. The Team Leader is expected to serve as a role model to Cottage Life Assistants. The Team Leader is expected to hone and expand such skills as proactive problem solving, supervising staff, handling a variety of tasks, and effectively prioritizing them. The Team Leader is responsible for running the cottage in the absence of the Cottage Supervisor. Other duties include: seeing the basic needs of the residents are met, providing necessary individual attention to the residents, making sure each resident's treatment plan is implemented properly, communicating and interpreting to the residents the basic philosophy, rules, programs, procedures of the agency, and making recordings on all appropriate forms.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Supervise employees effectively to enhance work performance, praise positive work performance, and develop corrective action plans for any poor employee work performance.

2. Use effective approaches to solving problems in a timely and efficient manner.
3. Initiate effective communications and relationships.
4. Able to assist in training new employees in conducting LSI documentation and utilization of supervisory debriefings.
5. Anticipate needs of residents and team members in resident and unit activities.
6. Actively participate in required meetings and in-service training.
7. Initiate suggestions for improving job duties and developing solutions to individual, cottage and agency-wide problems.
8. Available for consultation with employees.
9. Participate in physical restraints when necessary.
10. Anticipate unit need and initiate activities to meet that need.
11. Participate in the cottage second shift supervisor rotation.
12. Participate in back up on call rotation.
13. Assist Cottage Leader directly and actively supervise Cottage Life Assistants.
14. Serve on an agency committee or task force.
15. Assist Cottage Leader conducting bimonthly cottage meetings.
16. Provide transportation of residents as program needs dictate.
17. Assist supervisor in other duties (LIST).
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29. Participate in back up on call rotation.
30. Assist Cottage Leader directly and actively supervise Cottage Life Assistants
31. Serve on an agency committee or task force
32. Assist Cottage Leader conducting bimonthly cottage meetings.
33. Provide transportation of residents as program needs dictate
34. Assist supervisor in other duties (LIST).
35. Promote, monitor, and maintain health, safety and security in the workplace.
36. Maintain a risk management perspective to recognize and report safety concerns/issues to appropriate personnel in a timely manner.
37. Assure cottage cleanliness and structure as outlined in the cottage inspection form.
38. Treat all residents and employees with respect.
39. Proactively prevent any maltreatment of residents.
40. Administer and record medications for residents in accordance with agency policy.
41. Serve as role model for fostering equality, respect for cultural diversity and the rights of others.
42. Actively foster and promote communication with residents in all situations and particularly where there are communication differences or potentially isolating situations.
43. Encourage residents in all health behaviors participating in all activities, eating and drinking appropriately, maintaining personal hygiene and appearance, and maintaining their physical comfort.
44. Support and control visitors to services and facilities.
45. Receive, transmit, store and retrieve information from a data automation system as available and assigned.
46. Support and assist residents in their relationships with significant others.
47. Teach and support residents to manage personal resources.
48. Actively fosters and promotes communication among all staff.

49. Maintain an effective and healthy cottage milieu.
50. Represent Murphy-Harpst Children's Centers in a professional manner at all times.
51. Maintain a direct line of communication to the unit leader in regards to personnel issues, schedules, etc. Keeps supervisor informed of problems and potential problem areas.
52. Work cooperatively with all agency staff and administrators in seeing that the needs of the agency are met and maintained.
53. Maintain a direct line of communication with supervisor regarding all work scheduled leaves, holidays, and other requests and/or grievances.
54. Comply with all agency policies and procedures.
55. Other task(s) assigned by supervisor (LIST).

CRITERIA AND SPECIFICATIONS

Competencies

Must have the ability to work well with children who are emotionally disturbed, learning-disabled and/or mentally handicapped. Must be twenty-one (21) years of age and have a current valid driver's license.

1. Efficient in performance of duties (initiate ways to improve services and program, takes initiative to assure efficient running of unit).
2. Effective in performance of duties (remain calm and therapeutic, mentor and orient new employees, admit and orient new residents to unit, fill in for Cottage Supervisor in his/her absence, maintain agency required Certifications and training).
3. Show leadership and ability to work well with others (encourage teamwork and uplift moral, model upholding of agency policies and procedures, work cooperatively, effectively and in positive manner, assist in supervision of cottage employees).

Education Requirements

1. High School Diploma or GED with 2 years of supervisory experience in a behavioral health setting OR 2 years of experience in a school-based setting.
2. (1) year experience in a residential/treatment setting or managerial setting.

***Preference will be given to those employees who have direct care and supervisory experience, have completed all required trainings and completed the initial six-month probationary period. Must be physically and emotionally fit to perform the job duties.

PROFESSIONAL DEVELOPMENT

*Complete all mandatory quarterly educational training.

Child Abuse and Madated Reporter	Bullying, RPPS & PREA
DBDDH Servicing the Deaf	TBRI
HIPAA and Confidentiality	Infection Control
Sexual Harassment	Disaster and Fire Safety
Sex Trafficking	Substance Abuse
Work Place Harassment	Web Security
Work Place Violence	Job Specific Training That Maintains the Established Competencies of This Position
Diversity and Inclusion	

**Must maintain compliance with RCCL, OPM, DFCS, and CARF regulations*

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position requires that incumbent be physically and emotionally fit to perform the duties outlines by being able to do the following on a regular scheduled basis: Ability to lift 60 – 120 pounds unassisted or 120 – 200 pounds with assistance. Must be highly alert with very quick reflexes in order to respond to emergency situations; able to perform Therapeutic Crisis Intervention (TCI) restraints, holds, and protective interventions without causing harm to the child, self or others.

MHCC Standard

Ability to think globally, solve problems and have good decision-making skills, including critical thinking skills. Strong written and oral communication skills. Proficiency in computer skills, especially Outlook, Word and Excel. Ability to work in and adapt to the culture of multi-cultural, community-based organization. Commitment to maintain confidentiality. Understanding of the Agency's mission and culture and the ability to maintain appropriate boundaries with staff and clients in all circumstances.

At least twenty-one (21) years of age or older. Pass a pre-employment drug screen. Must receive full criminal background clearances from the Department of Human Services and the Department of Juvenile Justice Have a favorable review from ten (10) year employment history, and relative/social reference. Possess a current valid State of Georgia driver's license. Provide a current three (3) year M.V.R. (motor vehicle report.)

AAP/EEO Statement:

Murphy-Harpst Children's Centers provides **equal employment opportunity** to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

*Employee signature below constitutes employee's understanding of the requirements, essential functions, duties of the position and that this job description has been reviewed with the employee's supervisor. **Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without n***

Employee Signatures _____

Date _____

This job description has been approved by all levels of management:

Manager _____

Date _____

HR _____

Date _____