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EMPLOYMENT OPPORTUNITY

POSITION TITLE: TEAM LEAD - WOMEN'S MENTAL HEALTH (FULL-TIME)

SUMMARY

The SHARP Foundation provides care and support to individuals living with HIV in a residential setting. We are currently seeking a full-time Team Lead for our Women's program who are caring, compassionate and non-judgemental.

In the Fall of 2011, SHARP in partnership with Alberta Health Services opened its 4th facility, Project Kathleen, which is targeted to helping some of our community's most vulnerable women. The goal of this program is to provide a safe and supportive environment for each resident, as well as teaching independence and life skills to enable the women to transition into independent living.

KEY ACCOUNTABILITIES

Reporting to the Health Manager, the Team Lead is responsible for providing frontline service delivery to clients and supervision to a small team of staff.

RESPONSIBILITIES

The Team Lead will provide support dependent on the individual needs of each resident, and be responsible for the running of the house along with supervision of staff. All clients are living with HIV and may have one or more other comorbidities including mental illness, brain injury, diabetes, cancers, histories of homelessness and poverty. The primary responsibility is to motivate and support the clients we serve to develop life and community skills and create a comfortable home-like environment. This may include assisting with some or all of the following:

POSITION DESCRIPTION

- Supervision of a small team of staff.
- Providing on-call support and key contact assistance for staff when questions or concerns arise.
- Ensuring smooth running of the house, including chore scheduling, house maintenance, meal planning and programming for clients within the house.
- Ensuring staff scheduling is completed and manage scheduling conflicts and absences.
- Working closely with staff and pharmacy to maintain client medication regimes.
- Providing psychosocial support and assessing the emotional well-being of each resident.
- Actively listening to issues and concerns in a confidential and non-judgemental manner.
- Working with the Case Manager to plan and implement activities in the home and community.
- Assisting residents with developing life skills – cooking, cleaning, good hygiene, etc.
- Administering medications in a safe and timely manner.
- Contacting appropriate medical support when necessary.
- Providing spiritual support as needed – respecting each individual's beliefs and values and listening in a non-judgmental manner
- Using motivation and empowerment to get residents involved in day to day activities in the home and within the community.

Other responsibilities include:

- Communicating with doctors, nurses, counselling/case manager and volunteers.
- Assisting with household duties – cleaning, cooking, grocery shopping, etc.
- Attending appointments with residents.
- Recording daily activities into HMIS - a computer database (training provided).
- Other responsibilities as identified and assigned by the case management team.

WORKING CONDITIONS

- House environment – up to 4 clients.
- For the protection of the incumbent and the clients, tuberculosis testing, Hepatitis B/A immunization, chicken pox immunization and annual influenza vaccinations will be expected.

PROFESSIONAL COMPETENCY & CHARACTERISTICS

To succeed the incumbent must have the following competencies and characteristics:

- Excellent supportive and active listening skills.
- High level of organization and self-motivation.
- Excellent client engagement and motivation skills.
- Empathetic, compassionate, and able to build respect and trust with residents and staff.
- Committed to the organizational mission, values and vision including harm reduction.
- Excellent communication skills – listening, documenting (**computer based**) and oral.
- Strong safety focus; good understanding of universal safety procedures.
- Maintain professional boundaries, attitudes and practices.
- High level of confidentiality and discretion.

QUALIFICATIONS/KNOWLEDGE

- A recognized diploma or undergraduate degree in a human services area.
- Two years of experience working with persons with mental illnesses and/or addictions, preferably in a skill development or residential environment.
- Minimum of one year of supervisory experience.
- Knowledge of working with individuals struggling with substance use and other vulnerabilities.
- Experience in providing compassionate care and support.
- Knowledge and understanding of the feminist perspective (asset).
- Knowledge of HIV (asset).
- Experience working with marginalized populations.
- Understanding of harm reduction is an asset (training will be provided).
- Current CPR and WHMIS (Workplace Hazardous Materials Information System) certification (required).
- Willingness to complete Non Violent Crisis Intervention training and ASSIST.
- Must have valid driver's license and a vehicle.

Salary/Benefits:

- Competitive wages with health and dental benefits.

Contact Information: Please forward cover letter and resume, indicating availability and salary expectation, by email to hr@theSHARPfoundation.com or fax (403) 453-2468.

The SHARP Foundation is an equal opportunity employer and encourages applications from all sectors of the community including individuals living with HIV and those with a history of mental health or addiction.