Soksipaitapiisin Team Lead

POSITION TYPE: Regular Full Time

POSITION SUMMARY:

The Soksipaitapiisin Team Lead is responsible for supporting the Soksipaitapiisin Team with day-to-day supervision. The Team Lead works in collaboration with the Manager of Restorative Justice – Soksipaitapiisin to ensure that the team is effectively is managing their caseloads and maintaining the documentation required in their position. The Team Lead is the Manager's designate for the CMT table and Court. The Team Lead will support administrative duties of the program as well as conduct a smaller case load of 10-14 participants.

PRIMARY RESPONSIBILITIES:

PROGRAM SUPPORT:

Key Outcomes:

1. Indigenous clients receive access to resources and supports to address the core issues related to their criminalization
2. Community collaboration increases the success of Indigenous individuals involved in the justice system
3. Culture is primary to supporting healing and wellness
4. Elders are actively involved in the processes and are involved in guiding and directing recommendations for consideration of decisions at the CMT table. Elders' recommendations are the foundation for directing the needs of all participants who are on a healing plan.
5. Indigenous clients are empowered to participate within the process and receive consistent care and support as required to support their success.

<u>Responsibilities:</u>

a) Provide support to the case management team to guide and flow participants through the process effectively and efficiently.
b) Provide support to participants under case load to effectively move throughout the healing plan process.
c) Work in collaboration with the Manager of Restorative Justice – Soksipaitapiisin in ensuring all active files are managed and meet the standards of the program and court system.
d) Conduct administrative reviews of files, google document, and database system of active participants to ensure documentation is up to date, accurate and appropriately completed.
e) Act as the Manager of Restorative Justice – Soksipaitapiisin's delegate for court dates, facilitating the CMT, and other responsibilities during illness and paid time off.

f) Assist the Manager of Restorative Justice – Soksipaitapiisin with administrative duties such as court notes, CMT agendas, and referrals.
g) Communicate effectively with team to guide on processes and structures and encourage diligence in achieving consistency and quality of their work.
h) Strategize solutions with the Manager of Restorative Justice – Soksipaitapiisin in addressing issues and challenges with participants engagement
i) Conduct check list file reviews and file closures
j) Ensure all evaluation and measurements for the funder are maintained as per the funding contract/agreements and the program structure for all participants of the service.

B. PROFESSIONAL DEVELOPMENT:

Key Outcomes:

1. Maximizes skill development.
2. Encourages leadership
3. Influences collaboration and collective impact

Responsibilities:

a) Participate actively in orientation, supervision, evaluation, in-service training, and performance developmental programs.
b) In conjunction with the supervisor, identify areas of personal strength and weakness.
c) Develop goals and action plans to increase work performance.
d) Assume responsibility for contacting direct supervisor to receive assistance, advice or to report in the event of an emergency or questionable occurrence.
e) Participate in opportunities for learning and enhancing skills
f) Develop networks that enhance referral and resource opportunities.

C. INTEGRATIVE TEAM MEMBERSHIP:

Key Outcomes:

1. Team is strengthened and energized by the employee's participation.
2. Team is integrative and collaborative

Responsibilities:

a) Attend and participate in regular team meetings.
b) Contribute to team effectiveness by regularly initiating the request for feedback, by being open to feedback, and by sharing one's own perceptions and opinions in a clear, calm and respectful manner.
c) Encourage and support change by providing feedback, making recommendations for improvement and following through on team decisions.
d) Engage in the training, supervision and evaluation of volunteers and practicum students, as needed.

e) Engage in activities as per evolved through team decisions and directions related to agency effectiveness.
f) Be willing to take the lead of events, projects and collaboration to support agency effectiveness and evolving client supports
g) Be flexible and willing to support beyond your program when required for other programs, agency activities and projects that occur during or post work hours as an integrated and supportive team member.
h) Work as an integrative team which includes being engaged in an overall agency system of care as a part of the function and support to empower EFry populations.

D. ORGANIZATIONAL RESPONSIBILITIES:

Key Outcomes:

1. The agency is strengthened and energized by the employee's participation.
2. Tasks are completed thoroughly, accurately and in a timely manner.
3. Adherence to all agreements, contracts and policies is complete.

Responsibilities:

a) Review information and access direction on a regular basis to ensure a clear understanding of expectations.
b) Communicate, both orally and in written form, in a clear, concise, grammatically correct and timely fashion.
c) Maintain structure of program as outlined by the funding agreement and agency direction
d) Present self in a professional manner including suitable dress, attitude, punctuality, preparedness and presentation.
e) Promote the EFry to the community by participating on assigned committees and attending relevant meetings.
f) Provide support to all components of service including, but not limited to, consultation, involvement in agency events/fundraising, and assistance to all agency programs and locations.
g) Gather and organize documentation including client narratives, outcome measurement information and data required for funding proposals and public education initiatives.
h) Ensure that all activities and responsibilities of the program reflect agency expectations and values and/or partnership and all relevant funding agreements.

REPORTING RELATIONSHIPS:

Immediate Supervisor – Manager of Restorative Justice – Soksipaitapiisin

Soksipaitapiisin Team Lead

QUALIFICATIONS

Education and Employment Experience:

- Undergraduate or graduate degree in Justice or other Social Services Degree *(Note those with a social work degree must be registered with the Alberta College of Social Workers (ACSW) as required by the delegation of this field).*
- **2-5 years' experience minimum**
- Proficiency in Microsoft Office, specifically Publisher, Word, Excel, Outlook
- Excellent oral and written communication skills (priority qualification)
- Experience with maintaining government file systems an asset (i.e.: probation or child welfare) but not required.

Exhibited Skill Sets:

- Strong communication and interpersonal skills.
- Effective self-management skills with demonstrated ability to prioritize and manage multiple tasks
- Impeccable organizational skills to provide accurate and timely documents
- Ability to work independently and effectively as part of an integrative team.

Cultural:

- A strong understanding of Indigenous issues, social justice advocacy, diversity and anti-oppressive and trauma informed practice.
- Cultural knowledge and understanding of traditional and ceremonial teachings (asset
- Capacity to build a network and ability to collaborate within the urban Indigenous community and non-Indigenous stakeholders.
- Understanding of how to work effectively with Elders and follow traditional protocols (asset)
- Indigenous language an asset but not required.

Legal Requirements:

- Valid Alberta Driver's License and access to a reliable vehicle.
- Must have a clean Vulnerable Sectors Criminal Record within 30 days of hiring date
- Must be willing to secure a Clearance Letter indicating that you do not have a current criminal conviction, outstanding warrants or criminal cases that are being dealt with in the court at the time of job offer.

Salaries and Benefits:

- Salary $59,500 - 62,400.00 Annually
- 3-week vacation accruals commencing within first year

- Extra vacation time provided at Christmas without impeding vacation accruals.
- Health Benefits contributions commence after 6 months
- Retirement Pension Plan - Employer contribution (3%) commences within 6 months (RRSP) and a minimum 1.5% employee contribution which may be in RRSP or TFSP.
- 4 wellness days quarterly, annually
- Statutory Holidays, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Heritage Day, Labour Day, Day of Truth and Reconciliation, Thanksgiving, Remembrance Day, Christmas, Boxing Day and New Year's Eve.
- 12 sick leave days annually

Applications accepted until position filled
Applications only to be sent by email. Submit **cover letter** and **resume** to Katelyn Lucas executivedirector@elizabethfrycalgary.ca