

**DATE:** February 28, 2018

**REGION:** Toronto

**POSITIONS:** 1 FULL-TIME TEAM LEAD

**LOCATION:** Fairlawn

**HOURS:** Varied

**SALARY:** Starting at \$22.18

---

*[Aptus Treatment Centre](#) delivers holistic, person-centered quality services to people who have intellectual disabilities, their families, and the community. Being a part of our team means that you will have continuous opportunities to learn and develop skills, share your interests with others and build positive, supportive working relationships with highly valued staff teams, students and volunteers. We welcome applications from exceptional, qualified candidates and look forward to meeting you.*

---

**Position Summary:**

- Commit to and demonstrate the Mission, Vision and Values of Aptus Treatment Centre through attitude, actions and behaviours.
- Ensure compliance with Ministry of Community and Social Services, Ministry of Children and Youth Services, public health requirements, funder guidelines and all relevant legislation (e.g. rights, privacy, occupational health & safety).
- Adhere to all organizational policies, procedures and guidelines.
- Provide administrative assistance and support to the Program Supervisor to facilitate overall success of supports and services.
- Work independently and collaboratively with the Program Supervisor and teams to coordinate supports in the home/day program and the community with people receiving services.
- May be required to provide leadership to the team in the absence of the Program Supervisor.
- Provide leadership, coaching, mentoring and support to team members in collaboration with the Program Supervisor.
- Participate in Individual Support Planning/Person Centered Planning using Personal Outcome Measures with people.
- Adhere to and implement Behaviour Support Plans and strategies.
- Participate in and coordinate all aspects of running a household/program while promoting people's skill development and independence; including planning and meal preparation, general housekeeping; and the use, operation, maintenance and safekeeping of the home, technology (computer, printer, etc.), appliances, medical equipment, furniture and electronics in accordance with manufacturer requirements.
- Support people to participate, as independently as possible, in all activities of daily living, including their personal hygiene, dressing, and eating meals. For people who have a physical disability and/or are experiencing cognitive/age related changes, provide required support for personal hygiene and care (including bladder and bowel continence, g-tube feeding and controlled acts) and assist with personal movement/use of mobility equipment (e.g. wheelchairs).

- Support the organization's commitment to diversity in all services, including age, culture, religion, sexual orientation etc.
- Support people to access and take their medication in accordance with established policies and procedures, including policies and procedures related to self-administration.
- Upon consent, coordinate and support people to manage their personal finances as needed and/or requested as identified in their plan.
- Model and foster skill development through positive reinforcement of team members and people receiving services.
- Attend team meetings and participate in organizational/community events as requested.
- Stay informed about organizational priorities; seek information or clarification if needed.
- Participate in other tasks or activities as assigned by the Program Supervisor/designate.

**Qualifications:**

- A relevant Degree, Diploma or equivalent education and/or experience.
- Direct support experience in a community based setting is preferred.
- A general understanding of disability issues, resources and legislation relevant to supporting people with an intellectual disability, including Human Rights.
- Demonstrated leadership skills.
- Strong listening, observation and communication skills.
- Creative problem solving skills and demonstrated resourcefulness.
- Strong interpersonal and relationship building skills.
- Ability to cope with stressful situations.
- Strong planning, organizing and time management skills; ability to manage competing priorities.
- The ability to work on own initiative with minimal supervision.
- Demonstrated collaborative approaches to providing quality services. Able to work successfully in a team.
- Knowledge of alternative communication strategies and techniques (e.g. sign language) is an asset.
- The ability to speak fluent English and demonstrate effective written communication skills in English.
- French and knowledge of other languages is an asset.
- Intermediate computer skills (Word, Excel, email, access the Internet).
- The ability to maintain regular attendance at work.
- A valid G2/G Driver's License in Ontario and demonstrates an acceptable driving record.
- A successful Vulnerable Sector Police Check dated within the last 3 months.
- Certification in First Aid, CPR and the organization's approved crisis intervention training. Willingness to participate in orientation and annual reviews as required by legislation.

**Reporting to:** Program Supervisor

**Start Date:** As soon as possible

*Aptus Treatment Centre will provide, upon request, accommodation to the materials and processes used in the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act, Integrated Accessibility Standards.*

**Note: References will only be checked for candidates who meet certain qualifications.**

**Please Quote Job Posting: # TL05**

*Please send your letter of application and current resume to: [alicia@aptustc.com](mailto:alicia@aptustc.com) or fax to 416.630.2236 by 5 pm on Friday March 9, 2018.*