



JOB POSTING

Position: Team Leader – Vancouver
Location: Vancouver
Position Type: Temporary Vacancy, 35 hours

Summary

The Vancouver Team Leader assumes professional case responsibility for the quality of work done by individual personnel and the team. To ensure that service delivery is performed according to and within the mission, values statement, policy/procedural directions, and treatment model of Westcoast Family Centres Society. Through ongoing supervision of employees, they ensure required training opportunities, empowerment and support is in place. The Vancouver Team Leader functions as a participating member of the management team, which is led by the Chief Executive Officer, who administers the overall operations of the agency. The Vancouver Team Leader will oversee the Vancouver programs. This position is temporary vacancy for one year and will be reevaluated prior to October 31, 2018.

Job Duties and Responsibilities

Management of Staff

- Responsible for regular and ongoing supervision of staff
- Assign, monitor and evaluate workload assignments.
- Responsible for annual performance evaluations of staff.
- Ensure that staff are informed of their job responsibilities as defined in their job descriptions and carry through on those responsibilities.
- Ensure that program structure/schedules are maintained.
- Involve staff in process of developing and implementing agency policies and procedures whenever possible
- Review policies and program direction on a regular basis based on best practice
- Work within the Collective Agreement.
- Follow up incidents with critical incident debrief/diffusing procedures, reporting to WCB, filing in Accident/Incident logs.
- Through staff supervision and case management ensure client files and reports are up to date

Staff Development

- Maintain staff professional development in supervision, reviewing annual goals and reviewing/supporting training direction.



HEAD OFFICE/VANCOUVER NE
101-2780 East Broadway
Vancouver, BC V5M 1Y8

MAPLE RIDGE
22323-119th Avenue
Maple Ridge, BC V2X 2Z2

TRI-CITIES
2062 Manning Avenue
Port Coquitlam, BC V3B 1L6

NORTH SHORE
301-255 West 1st Street
North Vancouver, BC V7M 3G8

VANCOUVER NW
201-460 Nanaimo Street
Vancouver, BC V5L 4W3



- Provide opportunities for team training when possible.
- Promote a safe, supportive, and a teamwork environment

Contract Management

- Review referrals for services and assign to staff as appropriate Fulfill contract requirements.
- Partner with Contractors, keeping them informed of issues relating to clients, and any changes in service delivery

Administration

- Plan annual budget with the controller, monitor budget and spending, staying within limits.
- Follow procedures and policies around budget: documentation, spending, forms, security
- Consult with the controller around overspending, emergency needs, projections into future spending.
- Approve all purchases of material and equipment.
- Sign vouchers and cheques.
- Ensure, Replicon timesheets, mileage, and expenses are approved Monitor fire/earthquake drill, emergency supplies, and Occupational Health and Safety inspections, ensuring they are done on a regular basis.
- Ensure codes of compliance with Health, Safety, and Fire regulations

Hiring

- Responsible for the hiring of new staff in collaboration with Associate Director and HR
- Responsible for orientating new employees to the program/agency's policies & procedures

Program Management

- Write an annual report on the program.
- Represent the program at the Management Team meetings.
- Participate in agency and community committees
- Other duties as required.

Requirements

- 4 years of related work
- Graduate degree in a related discipline or an undergraduate degree with related experience
- Some supervisory and management experience and training
- Total of experience plus education must total ten (10) years.
- Criminal Record Check and a driving abstract.



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Working Conditions

- A valid Driver’s License and use of a reliable vehicle.
- Salaried position includes duties outside of regular work hours.
- This position is non-union.

Direct Reports

- Vancouver Staff

Start Date: As soon as possible
Position Type: Temporary Vacancy, 35 hours
Timeline: Until October 31, 2018, to be reviewed with the possibility of extension
Reports to: Associate Director
Location: Vancouver
Union: This is a non-union position
Benefits: Casual Benefits (MSP, Dental, EHC)
Salary: TBD based on experience
Posting Date: September 19, 2017
Closing Date: **October 13, 2017 by 4:00pm**

Please submit resumes to: Email: careers@westcoastfamily.org

Please note only those selected for an interview will be contacted. Applications must be legally eligible to work in Canada.



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