



## EMPLOYMENT OPPORTUNITY

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### Team Leader of Primary Prevention

**KSCS is seeking a highly skilled & experienced individual who is responsible to coordinate and provide leadership to the KSCS Primary prevention activities and supervise staff on the team.**

#### Required Education & Experience:

- Bachelor's Degree in Applied Human Relations/Social Work, or related field with two (2) years experience.
- Certificate/D.E.C. in related field with three to five (3-5) years related work experience.
- High School Diploma with five to seven (5-7) years related experience and/or training may be considered.

**Status:** Indefinite full-time position, with a 6-month probationary period.

**Salary:** Starting at \$35.98/hour.

**Schedule:** 35 hrs/week; must be willing to work flexible hours as necessary.

**If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:**

KSCS Human Resources at [humanresources@kscskahnawake.ca](mailto:humanresources@kscskahnawake.ca). You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at [www.kscs.ca](http://www.kscs.ca). Call 450-632-6880 for more info.

**Deadline to apply is:** Tuesday, January 28, 2025, at 4:00PM.

GENERAL INFORMATION	
<b>Code:</b>	MG2-18
<b>Job Title:</b>	<b>Team Leader of Primary Prevention</b>
<b>Department:</b>	Family Services, Prevention Services-Prevention
<b>Date of Job Description:</b>	September 12, 2016
<b>Date of Revision:</b>	February 21, 2018
<b>Job Reports To:</b>	Manager Prevention Services

JOB DESCRIPTION SUMMARY
<p>Under the supervision of the Manager of Prevention Services, the Team Leader is responsible to coordinate and provide leadership to the KSCS Primary prevention activities and supervise staff on the team. The Team Leader Primary Prevention is part of a team that provides services with the KSCS Continuum of Care while meeting the needs based on the Community Health Plan and KSCS Strategic Framework.</p> <p>The Team Leader with minimal direction, with respect to business objectives and organization philosophy, this is a developing leadership position providing focused, tactical guidance to a group of staff. Combines fully qualified technical skills to contribute to the solution of moderately complex technical problems, with intermediate level skill.</p> <p>The Team Leader directs the development and implementation of activities in area(s) of expertise to meet goals, service objectives and standards. Participates in the administration of budgets and may make budgetary recommendations and approve staff expenditures. Develops schedules and manpower requirements for assigned areas. Selects, develops, and evaluates personnel to ensure the efficient operation of the function.</p> <p>The Team Leader makes business decisions/exercises judgment within generally defined areas in line with policies and in alignment with objectives. Alters approach or recommends broader procedural changes to improve effectiveness of group when necessary. Technical output is trusted as accurate and generally sound.</p>

CORE RESPONSIBILITIES AND DUTIES	
Core Responsibilities	Duties
<b>Assists in the coordination of the service delivery plans of Prevention and Support Services (P&amp;SS).</b>	<ul style="list-style-type: none"> <li>➤ Provides input to Manager/Management in the development of prevention and support activities.</li> <li>➤ Evaluates the results of the (Prevention Team) service delivery activities.</li> <li>➤ Promotes communication and adequate information flow within the organization and community.</li> <li>➤ Attends KSCS team, All Staff meetings and P&amp;SS Admin team meetings.</li> <li>➤ Attends community events sponsored by KSCS, based on policy.</li> <li>➤ Participates in training sessions.</li> <li>➤ Makes recommendations to Manager(s) and promotes needs in program area, as required (resources, training, etc.).</li> <li>➤ Attends local, regional, national meetings or conferences as required and relevant to programming.</li> </ul>
<b>Coordinates program and service duties such as: Onkwane:ra -Our Gang, Teen Program, Parenting, Drama Family Violence Prevention and other Prevention Programs</b>	<ul style="list-style-type: none"> <li>➤ Facilitates in the development and initiation of Primary Prevention activities to meet the goals and objectives of Family Services.</li> <li>➤ Works in collaboration with the Manager of Prevention Services for management of the Primary Prevention Services, as part of the Prevention Team.</li> <li>➤ Works in collaboration with Primary Prevention team in Annual planning activities for programming</li> <li>➤ Liaises with and requests support from Support Services and other teams for Primary Prevention activities.</li> <li>➤ Participates in internal/external committees as needed.</li> <li>➤ Assists in the financial management and budgeting of programs, which are assigned to the Primary Prevention area.</li> <li>➤ Writes reports and maintains statistics, as required.</li> <li>➤ Promotes and Provides Information to Staff on Tsi Niionkwarihotens (Our Ways).</li> <li>➤ Brings innovative, creative, holistic and cultural approaches to staff in order to improve service delivery by integrating traditional approaches to service delivery. Maintains an escalation and tracking system to allow the Technical Support Team to identify, track, monitor, and manage service requests to improve productivity.</li> </ul>
<b>Provides supervision and administrative support to team</b>	<ul style="list-style-type: none"> <li>➤ Provides leadership and carries out Supervisory responsibilities in accordance with the organization's policies and applicable laws <ul style="list-style-type: none"> <li>➤ Recruiting appropriate staff.</li> <li>➤ Addressing complaints.</li> <li>➤ Resolving problems.</li> <li>➤ Training employees.</li> <li>➤ Team-building activities.</li> <li>➤ Directing specific work.</li> <li>➤ Appraising performance.</li> <li>➤ Recommends for termination of an employee, when necessary.</li> </ul> </li> <li>➤ Evaluates service delivery regularly and reports the results to applicable Supervisor.</li> <li>➤ Supervises personnel within the team as per his/her work plans.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Coordinates, assigns works and provides supervision and direction to the team members.</li> <li>➤ Conducts yearly Performance Appraisals of the team members.</li> <li>➤ Addresses conflict resolution as it affects the work.</li> <li>➤ Addresses complaints regarding team members.</li> <li>➤ Establishes regular team meetings and conducts team-building activities with staff.</li> <li>➤ Monitors and records work hours and approves timesheets; keeps record and approves employee's vacation, sick leaves and flexible hours.</li> <li>➤ Authorizes purchase orders and cash disbursements up to \$1,000.</li> <li>➤ Monitors expense activities in compliance with budget service plans, approves team members expense requisitions and travel claims.</li> <li>➤ Provides direction and guidance to the team in relation to the KSCS Strategic Framework, Support Services as needed and Community Health Plan.</li> <li>➤ Participates in the interviewing and hiring process for staffing.</li> <li>➤ Ensures job descriptions are kept up-to-date and relevant to the mandate of KSCS.</li> <li>➤ Ensures scheduling coverage for vacation, wellness, days and evenings and holiday services.</li> <li>➤ Delegates appropriate replacement during Team Leader's absence.</li> <li>➤ Attends monthly Supervisory sessions.</li> <li>➤ Participates in regular supervision sessions with immediate Supervisor.</li> <li>➤ Responsible for researching, developing and implementing training for the team members.</li> <li>➤ Identifies training needs and approves training requests of team members.</li> <li>➤ Attends staff meetings/workshops/conference relevant to area of employment.</li> <li>➤ Serves as liaison to people who are unfamiliar with other resources.</li> <li>➤ Coordinates, assigns work and provides supervision and direction to team members.</li> <li>➤ Attends daily Intake/Status meetings and assigns work as determined at Intakes/Status meetings.</li> <li>➤ Keeps up-to-date on trends and emerging issues in the field.</li> <li>➤ Oversee Case Manager recording pertaining to cases and group work.</li> <li>➤ Ensures participation of staff in Case Conferences, as needed and participate, when required.</li> </ul>
<b>Performs any other job-related duties as may be required by the immediate Supervisor.</b>	

<b>COMMUNICATIONS</b>	
<b>Team Work:</b>	<ul style="list-style-type: none"> <li>➤ Frequently requires collaboration and cooperation with team members to get work or projects complete.</li> <li>➤ Requires the ability to work in a team setting and / or independently.</li> </ul>
<b>Advising:</b>	<ul style="list-style-type: none"> <li>➤ Frequently provides information that must be understood and explained.</li> </ul>
<b>Training:</b>	<ul style="list-style-type: none"> <li>➤ Occasionally required to train or give information to stakeholders or clients.</li> </ul>
<b>Leadership:</b>	<ul style="list-style-type: none"> <li>➤ Occasionally provides quantity and quality of leadership in relation to internal and external partners.</li> </ul>

<b>ENVIRONMENTAL FACTORS</b>	
<b>Types of Schedule:</b>	<ul style="list-style-type: none"> <li>➤ Regular work week, occasional flex required.</li> </ul>
<b>Stress Factor:</b>	<ul style="list-style-type: none"> <li>➤ Moderate stress (with some periods of high stress).</li> </ul>
<b>Deadlines:</b>	<ul style="list-style-type: none"> <li>➤ Some tight deadline (unplanned).</li> </ul>

<b>ACCOUNTABILITY</b>	
<ul style="list-style-type: none"> <li>➤ To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives.</li> <li>➤ To provide professional and well-researched input in the development of the KSCS Prevention and Support front-line services from a community-driven and holistic perspective.</li> <li>➤ To coordinate and provide positive and creative leadership to the KSCS frontline service activities.</li> <li>➤ To be a positive role model.</li> <li>➤ To collaborate positively in Prevention and Support planning, regular team meetings with team members, and inter-organizational committees.</li> <li>➤ To address any potential conflicts in a respectful and effective manner.</li> <li>➤ To deal with people in a respectful manner.</li> <li>➤ To perform efficient, fair and respectful supervisory duties to the primary prevention groups and staff.</li> <li>➤ To perform effective assistance in the budgeting of the programs.</li> <li>➤ To maintain confidentiality practices.</li> </ul>	

<b>QUALIFICATIONS</b>	
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>➤ Bachelor's Degree in Applied Human Relations/Social Work, or related field with two (2) years experience.</li> <li>➤ Certificate/D.E.C. in related field with three to five (3-5) years related work experience.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ High School Diploma with five to seven (5-7) years related experience and/or training may be considered.</li> </ul>
<b>Skills and Requirements</b>	<ul style="list-style-type: none"> <li>➤ Good knowledge of the Kahnawà:ke community and culture.</li> <li>➤ Must be sensitive and open to traditional native concepts and be prepared to adapt services to reflect cultural differences.</li> <li>➤ Must have a good knowledge of the community issues, concerns and socio-economic problems facing the community.</li> <li>➤ Strong time management and organizational skills.</li> <li>➤ Experience in program development and planning.</li> <li>➤ Strong problem solving and analytical skills, focused decision making, open to challenges.</li> <li>➤ Ability to craft articulate documents such as proposals, reports, briefs and correspondence.</li> <li>➤ Intermediate knowledge of computer programs (Word, Excel, Outlook, Case Manager, etc.).</li> <li>➤ Valid driver's license and access to vehicle.</li> <li>➤ Available for flexible hours to participate in KSCS activities.</li> <li>➤ Lifestyle must reflect that of a positive role model.</li> </ul>
<b>Assets</b>	<ul style="list-style-type: none"> <li>➤ Knowledge of Kanien'keha.</li> <li>➤ Knowledge of statistics.</li> </ul>

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**Immediate Supervisor**

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**Incumbent**

\_\_\_\_\_  
**Date**