

## **TEAM LEADER – BEDFORD HOUSE**

### **The Agency**

The Calgary John Howard Society (CJHS) is a community-based charitable organization dedicated to reducing the incidence of crime and increasing community safety through preventative and restorative justice practices. To accomplish these ends, we provide direct services to individuals at risk, advocacy for effective responses to crime with the individuals involved and education for youth and adults in the community. CJHS is committed to an organizational environment that recognizes the dignity and worth of each person. CJHS values diversity and inclusion and welcomes qualified applicants from all walks of life.

### **The Program**

Bedford House is a community residential facility (CRF) that provides housing, ongoing counselling, support and connections to appropriate community services to men who are on federal conditional release. Staffed 24 hours a day, Bedford House is communal-style living.

### **The Position**

Reporting to the Residential Manager, the Team Leader shares the responsibility for the screening and admission of clients, and for the coordination and supervision of casework services to the residents.

### **Screening and Admission**

- Conduct interviews at local institutions
- Review federal files; consults team as needed
- Ensure adequate information is collected to make informed decisions, within the admissions guidelines
- Consult with psychiatrist and manager as required
- Maintain organized waiting list

### **Coordination of Casework Services**

- Act as backup caseworker for off-duty staff as required, and carry small caseload as needed
- Assign and supervise caseloads of front-line caseworkers
- Liaise with outside supervising authorities and professionals and other house staff on resident-related issues
- Make referrals to other agencies, and participate in case conferences
- General shift duties as required
- Facilitate team meetings in the absence of the residential manager
- Assist in the coordination and facilitation of resident house meetings
- Supervise the completion of all file documentation as required by written policy

### **Personnel Supervision**

- In consultation with the Residential Manager, be responsible for hiring, training, and dismissal of front-line case management staff
- Supervise staff in manner consistent with agency policy and values, providing training and educational opportunities
- Deal with staff and resident grievances as necessary in consultation with the Residential Manager
- Work within the spirit and purpose of teamwork

### **Administration**

- Remain familiar with overall operation and management of house
- Act as Residential Manager in Manager's short-term absence
- Regularly attend and contribute to staff meetings as scheduled

- Participate in supervision meetings and formal performance evaluations as scheduled
- Participate in professional development opportunities
- Assist Residential Manager with administrative tasks as required

**Qualifications**

Must have knowledge of good case management principles as they apply to the fields of corrections and mental health, with the ability to apply the principles to those in a residential setting. The ability to use individual discretion in making decisions, and strong supervisory skills are required. Post-secondary diploma or degree in human service field or equivalent.

**Applications will be accepted until Nov. 15, 2018 or until a suitable candidate has been found.**

**Please send resume to: [Kym.jacobs@cjhs.ca](mailto:Kym.jacobs@cjhs.ca)**

*The Calgary John Howard Society thanks all applicants; however, only those considered for an interview will be contacted.*