

**Pleasant Hill Place Team Lead | 40 hours/week
Days/Evenings**



Quint Development Corporation is a unique community economic development organization, focused on creating economic opportunities that help to strengthen communities and improve social conditions for Saskatoon residents. The goal is to create opportunities for affordable housing, jobs, and economic development in Saskatoon's west-side core neighbourhoods.

The Position:

Under the supervision of the Pleasant Hill Place Program Manager, the Team Lead is responsible for ensuring home operations are as efficient and supportive as possible. PHP provides supportive co-housing for mothers who may be at risk of, or already have, their children placed in the care of the Ministry of Social Services. The Team lead provides daily onsite support to the residents and coordinates the operations and activities of the home. The Team Lead works directly with the women and children through the process from admission, case plan development, and exiting the program.

Duties:

- Provide team leadership and coaching
- Motivate and inspire team members
- Lead by setting a good example (role model) – behavior consistent with words
- Ensure workload is distributed evenly, including themselves, to complete program activities.
- Strive for team consensus and win-win agreements
- Assist the Program Manager to fill open shifts on the monthly schedule and Health & Wellness days that are utilized.
- Refer on-going performance issues to the PHP manager.
- May assist the program manager in hiring and performance assessment activities.
- Assist with the development of a case plan for all residents
- Assist in fostering linkages to the Ministry of Social Services, and other community resources
- Provide training, in conjunction with others, in basic life skills for participants;
- Maintain file records and statistics on residents and daily work to assist in case management as well as to assist in the ongoing development and modification of the program;
- Assist the residents to reach education, employment and/or training goals
- Participate in assisting residents with a plan for once they leave the program;
- Menu development and implementation
- Food preparation
- Planning Recreational activities
- Maintain PHP inventories and related budgets.
- Implement and participate in a cleaning and maintenance schedule.
- Training new employees
- Performing ‘on call’ duties
- Other duties as required.

Knowledge and Experience:

- Some post-secondary and 3-5 years work experience working with vulnerable populations
- Demonstrated experience in program coordination, facilitation, and leadership
- Ability to work with diverse populations, especially Indigenous communities
- Strong written; analytic; interpersonal communication and time management skills
- Ability to maintain confidentiality, honesty, and strong ethical reasoning while remaining objective
- A valid driver's license and access to a vehicle would be considered an asset

Please note that the successful candidate is required to provide a criminal record check at the reference stage of hiring.

Quint Development Corporation strives to employ a workforce that is representative of the neighbourhoods in which it operates. To apply, send your resume and cover letter by **4:00 p.m. Wednesday, May 8th, 2024** to:

Quint Development Corporation
101-1120 20th Street West
Saskatoon, SK. S7M 0Y8
Email: jmudrey@quintsaskatoon.ca

Strong candidates may be contacted for an interview prior to the closing date