



Position Description

Community Support Team Leader

SkillWise facilitates work, leisure and education opportunities for people with mild to moderate intellectual disabilities.

The aim is to provide a choice of stimulating opportunities for people with an intellectual disability in order to participate in social life and be valued members of the community.

The Community Support Team Leader is a key role in assisting the Community Support Co-ordinators in providing learning opportunities, assistance and support for clients to achieve their goals. SkillWise is committed to assisting in the creation of a fully inclusive society.

Reporting Responsibilities

The Community Support Team Leader reports to the General Manager.

Key Functions of the Position

1. Staff and Client Support Tasks

1. To provide leadership to the Community Support Team to ensure the team functions at a high level.
2. Ensure daily activities are appropriately staffed and resourced.
3. Assist in the design and implementation of programmes/activities .
4. Co-ordinate wait list ensuring relevant information is gathered.
5. Co-ordinate the entry and induction of new clients into the service.
6. Act as the first point of contact for staff dealing with client issues.
7. Review incident/accident reports.
8. Monitor the performance of Community Support Co-ordinators in conjunction with the General Manager.
9. Liaise with parents and caregivers as necessary.
10. To manage the individual planning system and review Community Participation Plans in conjunction with the General Manager.
11. Support Community Support Co-ordinators to key work clients where appropriate.
12. Support the General Manager as required.

2. Administration

1. Compile monthly operational report for General Manger.
2. Conduct regular audits under the guidance of the General Manager to ensure client information is up to date, including client risk information, Community Support Plans and ACT entries.
3. Attend weekly meetings with the General Manager.
4. Attend other internal meetings as deemed appropriate by the General Manager.
5. Attend external meetings as necessary and appropriate.
6. Facilitate Community Support Team meetings.
7. Liaise with Office Manager as required.

3. Relationships

1. Maintain highly functional relationships with all staff within the organization.
2. Maintain highly functional relationships with staff from other organisations to ensure a collaborative approach to service provision.
3. Maintain highly functional relationships with clients.

Person Specification

COMMUNITY SUPPORT TEAM LEADER

The requirements for this position are as follows:

- Excellent written and verbal communication skills.
- The ability to coach and mentor staff.
- A positive “can-do” attitude.
- A sound understanding of government disability policy, in particular the New Zealand Disability Strategy and Pathways to Inclusion.
- Experience of supporting adults with an intellectual disability in a community setting.
- A good understanding of client planning and review processes.
- A current driver’s licence.
- A current First Aid certificate.
- A relevant tertiary qualification is preferred.