



Internal/External Job Posting

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| Position: | Team Lead – Group Coordination | Job Status: | Temporary Addendum |
| Required Shifts: | Days, evenings, and weekends | Reports to: | Clinical Practice Lead |
| Hours of Work: | No Additional Hours | Compensation: | \$3000 annual stipend (pro-rated) |
| Location: | TBD | Union/Non-union: | Union |
| Date Posted: | October 3, 2024 | Closing Date: | October 13, 2024, at 4:30PM |

Please note: This posting is designed as a temporary addendum to an existing employee’s current position with an anticipated end dated of March 31, 2025.

Position Summary:

The **Team Leader – Group Coordination** will take on additional responsibilities to support group coordination while maintaining the duties of their existing role. The role will focus on supporting group facilitation staff, managing logistics, and enhancing communication and planning within the team in order to meet Group targets. The Team Leader will dedicate approximately 3.5 hours per week to these additional responsibilities, as part of a reallocation of their overall workload.

Key Responsibilities:

In addition to the existing duties, the Team Leader will perform the following tasks:

- **Onboarding and Training:** Assist in onboarding new hires for groups and provide group skills training to ensure smooth integration.
- **Staff Support:** Offer direct support to staff members who are leading groups, ensuring they have guidance and resources to operate effectively.
- **Group Coordination:** Oversee the planning of groups, helping to design future group offerings and fostering team connections.
- **Waitlist Monitoring:** Track and monitor waitlists for groups, including those in satellite offices, to ensure timely group participation.
- **Team Communication:** Organize and lead regular team huddles and debriefs to facilitate open communication and updates across programs.
- **Logistics and Scheduling:** Collaborate with staff on coordinating group locations and scheduling to meet monthly Group targets.
- **SharePoint Management:** Monitor and update relevant SharePoint sites as needed to keep group information and resources up to date.
- **Research and Evidence-Based Practices:** Assist staff in researching group content to ensure group offerings are aligned with evidence-based practices and the latest research in mental health care.

Minimum Qualifications & Experience:

- Experience in case management or a similar role within the mental health or addiction sector.
- Demonstrated ability to support and coordinate teams or group activities.
- Strong organizational skills to manage the logistics of group coordination and planning.
- Excellent communication skills to facilitate team meetings and debriefs.
- Experience with SharePoint or similar platforms for content and resource management.
- Familiarity with evidence-based practices in groups or mental health services is an asset.
- adequate vehicle insurance

Workload and Time Allocation:

- The successful candidate will continue their regular duties for approximately **31.5 hours per week**.
- They will dedicate **3.5 hours per week** to the responsibilities outlined in this Team Leader role.
- This reallocation of time reflects a 10% reduction in the successful applicant’s workload, allowing for a balance between both roles.

Competencies:

- **Leadership:** Ability to mentor and guide staff effectively while maintaining collaborative relationships.
- **Organization:** Strong organizational skills to manage group logistics, scheduling, and coordination.
- **Communication:** Clear and effective communication in organizing team meetings and facilitating group discussions.
- **Adaptability:** Ability to juggle the dual responsibilities of their existing role and the Team Leader position.

Please note: Duties and responsibilities are subject to change in the future.

Applications: Please submit a resume and cover letter quoting competition number 2024-070 to careers@cmhahpe.ca prior to the closing date of October 13, 2024, at 4:30PM.

We are committed to inclusive, barrier-free recruitment processes and work environments. If contacted, please advise us in a timely fashion of any accommodation assistance you require to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.