



Kahnawake Shakotii'takehnhas Community Services

## EMPLOYMENT OPPORTUNITY

### Team Leader of Tsi Lonteksa'tanonhnha Foster Care

**KSCS is seeking an experienced individual to administer and deliver support services to the Kahnawake foster homes and extended family homes via the Tsi Lonteksa'tanonhnha Foster Care/Extended Family Program.**

Under the supervision of the Manager of Child and Youth Wellness, the Team Leader is responsible to administer, coordinate and deliver, on a day-to-day basis, the services provided to the Kahnawà:ke community via the Tsi Lonteksa'tanonhnha Foster Care Program and Aging Out Program.

#### Required Education & Experience:

- Bachelors Degree in social work, child and youth care, counselling or other social science or health-related discipline, with one (1) to three (3) years in a supervisory role.
- A college/CEGEP certificate relevant to the field is considered, with three (3) to five (5) years relevant experience.
- Minimum High School diploma with five (5) to ten (10) years experience.
- A valid driver's license and access to a vehicle.

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

**Salary:** Starting at \$37.06/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:** Friday, February 27<sup>th</sup>, 2026, at 4:00 pm.

### GENERAL INFORMATION

<b>Code:</b>	MG2-05
<b>Job Title:</b>	<b>Team Leader of Tsi Ionteksa'tanonhnha Foster Care</b>
<b>Department:</b>	Family Services, Support Services-Tsi Ionteksa'tanonhnha Foster Care
<b>Date of Job Description Revision:</b>	October 5, 2022
<b>Job Reports To:</b>	Manager of Child and Youth Wellness

### JOB DESCRIPTION SUMMARY

Under the supervision of the Manager of Child and Youth Wellness, the Team Leader is responsible to administer, coordinate and deliver, on a day-to-day basis, the services provided to the Kahnawà:ke community via the Tsi Ionteksa'tanonhnha Foster Care Program and Aging Out Program.

The Team Leader with minimal direction, with respect to business objectives and organization philosophy, 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.

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 labor requirements for assigned areas. Selects, develops, and evaluates personnel to ensure the efficient operation of the services/program.

Makes decisions/exercises judgement within policies & contributes to the solution of complex technical problems. Alters approach or recommends broader procedural changes to improve effectiveness of a group. Decisions may affect effectiveness of a program, services and its people.

### CORE RESPONSIBILITIES AND DUTIES

Core Responsibilities	Duties
<b>Coordinates the recruitment of foster homes.</b>	<ul style="list-style-type: none"> <li>➤ Reviews foster home application requests and assessment process.</li> <li>➤ Designs and conducts on-going campaigns for recruitment of Foster Care resources and promotes the Foster Case Program using the annual evaluation.</li> <li>➤ Develops promotional material such as brochures, posters etc.</li> <li>➤ Places ads in the local media.</li> <li>➤ Writes articles to promote the need for foster homes.</li> <li>➤ Sets up promotional booths.</li> <li>➤ Oversees and supervises the duties of the Tsi Ionteksa'tanonhnha Foster Care Resource Worker.</li> </ul>
<b>Coordinates programs and service duties such as: Foster Care/Aging Out Program, Case Aide Services for use with Foster Homes.</b>	<ul style="list-style-type: none"> <li>➤ Facilitates in the development and initiation of Child &amp; Youth Wellness activities to meet the goals and objectives of Family Services.</li> <li>➤ Works in collaboration with the Manager of Child &amp; Youth Wellness for management of the Child &amp; Youth Wellness Services, as part of the Support Services Team.</li> <li>➤ Participates in clinical discussions, case conference and Placement and Review meetings</li> <li>➤ Disseminates information to larger support team regarding resources available through Child &amp; Youth Wellness Services.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Participates in administration of budgets and assists in making budgetary recommendations.</li> <li>➤ Participates in internal/external committees as needed.</li> <li>➤ Provides clinical support to Child &amp; Youth Wellness team.</li> <li>➤ Writes reports and maintains statistic.</li> <li>➤ Supervises all other duties of Case Aide such as report writing, case contacts, expense and time sheets, supervised visits, etc. as outlined in the job description.</li> <li>➤ Develops appropriate policies and procedures for the coordination of the service in collaboration with the Manager.</li> <li>➤ Reviews and coordinates financial components of the case aide functions, as delegated by the Manager.</li> <li>➤ Brings innovative, creative, holistic and cultural approaches to staff in order to improve service delivery by integrating traditional approaches to service delivery.</li> </ul>
<p><b>Provides supervision, human resource and administrative support to the team.</b></p>	<ul style="list-style-type: none"> <li>➤ Provides leadership and carries out Supervisory responsibilities in accordance with the organization's policies and applicable laws by the following. <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>➤ Recommendations for termination of an employee, when necessary.</li> </ul> </li> <li>➤ Evaluates service delivery regularly and reports the results to the immediate Supervisor.</li> <li>➤ Supervises personnel within the team as per his/her work plans.</li> <li>➤ Coordinates, assigns work 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 staff.</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 \$1000.00.</li> <li>➤ Monitors expense activities in compliance with budget service plans, approves team members expense requisitions and travel claims.</li> <li>➤ Provides directions and guidance to the team in relation to KSCS Strategic Framework 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, day and evening and holiday services.</li> <li>➤ Delegates appropriate replacement during Team Leader's absence.</li> </ul>

	<ul style="list-style-type: none"> <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 staff.</li> <li>➤ Identifies training needs and approves training requests of team members.</li> <li>➤ Attends staff meetings/workshops/conferences 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 Penelope recording pertaining to cases and group work.</li> <li>➤ Ensures participation of staff in Case Conferences, as needed and participate, when required.</li> <li>➤ Directs foster families to the appropriate KSCS resource when presented with complaints.</li> <li>➤ Administers the community-based process of evaluation on a yearly basis in consultation with KSCS Communications.</li> <li>➤ Coordinates &amp; negotiates with funding sources in relation to special requests for placements.</li> </ul>
<b>Performs any other job-related duties as may be required by the immediate Supervisors.</b>	

<b>COMMUNICATIONS</b>	
<b>Team Work:</b>	➤ Frequently requires collaboration and cooperation to get work or projects complete.
<b>Advising:</b>	➤ Frequently provides information to stakeholders or clients that must be understood and explained.
<b>Training:</b>	➤ Occasionally required to train or give information to stakeholders or clients.
<b>Leadership:</b>	➤ Commonly provides quantity and quality of leadership in relation to internal and external partners.
<b>Negotiations:</b>	➤ Occasionally needs to negotiate internal or external agreements.

<b>ENVIRONMENTAL FACTORS</b>	
<b>Environment:</b>	➤ Regular work week, occasional flex.
<b>Stress Factor:</b>	➤ Moderate stress with some periods of high stress.
<b>Deadlines:</b>	➤ Some tight deadlines (unplanned).

### ACCOUNTABILITY

- To provide services in a manner consistent with terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives.
- To perform efficient coordination of the Tsi Ionteksa'tanonhnha Foster Care Program and Aging Out Program
- To maintain the day-to-day administration and delivery of services provided by the Tsi Ionteksa'tanonhnha Foster Care Program with empathy and efficiency.
- To perform efficient and tactful coordination of the Case Aide Services.
- To approach all Kahnawà:ke community members in a respectful way.
- To organize successful group sessions.
- To maintain confidentiality practices.

### QUALIFICATIONS

<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>➤ Bachelors Degree in social work, child and youth care, counselling or other social science or health-related discipline, with one (1) to three (3) years in a supervisory role.</li> <li>➤ A college/CEGEP certificate relevant to the field is considered, with three (3) to five (5) years relevant experience.</li> <li>➤ Minimum High School diploma with five (5) to ten (10) years experience.</li> </ul>
<b>Skills and Requirements</b>	<ul style="list-style-type: none"> <li>➤ Familiar with customs, traditions and social issues of Kahnawà:ke community.</li> <li>➤ Must be comfortable with the holistic approach.</li> <li>➤ Ability to deal with people from all walks of life from outside agencies.</li> <li>➤ Mature person who is caring and compassionate.</li> <li>➤ Strong time management and organizational office skills.</li> <li>➤ Strong problem-solving and analytical skills, focused decision making, and open to challenges.</li> <li>➤ Ability to craft articulate documents such as proposals, reports, briefs and correspondence.</li> <li>➤ Knowledge and experience in supervising individuals.</li> <li>➤ Knowledge of computer programs (Word, Excel, etc.).</li> <li>➤ Experience in program development and planning</li> <li>➤ A valid driver's license and access to a vehicle.</li> </ul>
<b>Assets</b>	<ul style="list-style-type: none"> <li>➤ Knowledge of clinical procedures and practises.</li> <li>➤ Knowledge of statistics.</li> <li>➤ Knowledge of Kanien'keha and French.</li> </ul>