

### Just Enough Supports Team Lead - Job Description

#### General Description:

Per the direction of the CEO or the Just Enough Supports Program Facilitator, the Team Lead is responsible for the direct and indirect work of planning with individuals, couples and families towards successfully connecting to resources within the community that will enhance their independence and quality of life. Team Leaders use Person Centered Thinking skills and tools to listen differently and to use what is heard in different ways. The JESP Team Lead assess ongoing needs, reinvent, update and implement goals set at personal plans on a regular basis, support with referrals, and will be required to facilitate community activities relevant to the wants and needs of persons served in the Just Enough Supports Program. The JESP Team lead also advocates for the people within the program.

#### Duties and Responsibilities:

1. Coordinate and participate in meetings in which the Team Lead is introduced to the individual entering the program as well as any family, guardians or additional support staff the individual may have. At this meeting, a timely first appointment is set up to begin the process of completing required forms and establishing a date for a Person-Centered Plan to take place.
2. Assist in completing paperwork necessary to the program.
3. Facilitate meetings with the individual in the program and support any relevant staff to gather information, problem solve, relationship build and identify goals for the upcoming year.
4. Provide intensive support in early months of the program and reinforce principles of crisis prevention and intervention; Provide assistance, encouragement and resources as necessary for individuals to reach future goals.
5. Assist and “walk with” individuals in the program as needed to access community resources such as employment, education and training, social and recreational activities, as identified in their Person-Centered Plan or through the Just Enough Support Program
6. Assist individuals in identifying what is important to and for them (to keep them healthy, safe and have good community presence) and what others can do to best support them.
7. Encourage follow-through and independence, reinforcing the individual’s abilities and allowing them to be in control. Help individuals in the program to build on their strengths, talents and gifts.
8. Keep accurate, up to date documentation on all goals and strategies, case notes etc.
9. Assist in any data collection systems required.
10. Work and collaborate with other agencies effectively to ensure the individual’s needs always remain at the forefront.
11. Work toward community inclusion, develop partnerships with other agencies and businesses to enhance people’s lives.
12. Coordinate and participate in community functions that relate to the JESP (holiday dances, parties, birthday celebrations)
13. Cover on call phone for the Program Facilitator when on holidays as well as when mutually agreed upon (time can be banked or paid out on periderm)

#### Team/Staff Relations:

1. Work to implement and be an example of Centerpoint’s core value of the Person-Centered approach with each other as well as individuals in the program.
2. Attend regular internal and external agency meetings, and training as requested by the CEO or Program Facilitator
3. Work as a team to assist in planning or problem-solving program concerns.

**Hours:** Flexible. May include weekend or evening work as required to support individuals.

# *Centerpoint Facilitation* | 2024

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