

**Allegan County
48th Circuit Court
Family Division**

Job Title: Team Leader
Reports to: Cheever Treatment Center Director

Summary

Under the supervision of the director, the team leader is responsible for the supervision of the Cheever Treatment Center program, staff, and residents. Activities include: hiring, evaluation and discipline, managing the therapeutic milieu, policies and procedures, youth risk assessment/ treatment, creating and running activities/groups that support program objectives, train and support staff by teaching therapeutic interventions, and crisis management. Individual must demonstrate advanced interpersonal skills, ability to work within a team, and effectively building relationships with colleagues, families, residents, and other professionals.

Principal Duties & Responsibilities

1. Establishing goals and objectives for staff growth and program development, as well as identifying staff members' individual strengths contributing to program success.
2. Interpreting mandates/licensing requirements and ensuring compliance with policy and procedure within the facility.
3. Coordinates, creates, and oversees programming by developing daily routines/schedules and programs to support growth in the residents and families.
4. Facilitating effective therapeutic groups by researching and developing appropriate curriculum and methods.
5. Setting expectations for family participation and providing guidance to families and staff through outreach work, while maintaining focus on safe family reunification.
6. Demonstrates leadership in therapeutic interventions within the facility and in the community, by promoting competency in staff dealing with crisis.

Other Duties of the Job:

Oversees and participates in the orientation, intake and discharge of residents, ensuring intakes and discharges are in accordance with center policy. Answers staff questions about intake/discharge matters.

Oversees determining resident eligibility for and scheduling and supervision of approved recreational, exercise and work activities for residents. Ensures residents' special needs are addressed and that activities are performed in accordance with facility rules and regulations.

Oversees and participates in providing medication to residents and administration of drug screening tests. Ensures medications are properly secured and dispense records are maintained.

Conducts family group meetings to discuss group and personal problems and issues.

Refers parents and youths for clinical counseling and related assistance.

Meets with parents and youths to informally mediate problems between youths and parents.

Develops monitors and modifies family visitation plans.

Serves as victim/offender and family informal mediator addressing victim/offender impact and restitution issues, family problems and cooperative involvement in returning youths to the community.

Performs work assigned to Child Care Workers on a regular basis.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by a person in this position.

Qualifications

Education: Bachelor's degree in social sciences or human services field. Master's degree in a human services field is desirable.

Experience: Two years of professional experience in a child care facility, youth service field or other closely related setting.

Certification/Licensure:

Valid Michigan driver's license.

First Aid/CPR within one year of employment.

RTC, Practicum Instructor within three years of employment.

The duties, responsibilities and qualifications above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.