

**SYCAMORE SERVICES, INC.**  
**POSITION DESCRIPTION**

TITLE: Team Lead

DEPARTMENT: Residential Services

JOB ANALYSIS CONDUCTED: December 2001                      REVISED: June 2012

Note: Statements included in this description are the essential functions of this position.  
Other non-essential functions may be assigned.

Relationship

Reports to: Program Coordinator, Director of Residential Services

Supervises: None

Other Internal contacts: All Staff; Participants

External contacts: Families; Employers; OVR; BDDS; MW Case Managers;  
VA; Impact; Other Service Providers; School Systems

Work environment: 100% Residential/Community

Scheduled work hours:

Job Summary

Assist persons with disabilities in pursuing their personal futures and goals through residential supports and community integration. Assist with the design, implementation and monitoring of support plans to ensure meaningfulness. Act as a mentor and support to ensure successful outcomes for people served through programs. Maintain case records and documentation for persons/locations assigned. Uphold and promote the agency's mission statement.

Job Qualifications

- A. High School Diploma or GED required.
- B. Experience working with persons with disabilities required.
- C. Excellent people, written, and communication skills.
- D. Demonstrated ability to organize a household and teach others.
- E. Ability to work flexible, non-standard hours.
- F. Valid driver's license and dependable transportation.
- G. Ability to lift up to 35 pounds; upper body leverage strength required.
- H. Basic computer skills for data entry and email.

## Essential Functions

- A. Planning
  1. Assist individuals with developing budgets, schedules and goals.
  2. Provide on-going monitoring of ISP to ensure success.
  3. Assist participants with preparation of budgets, menus, grocery shopping lists and monitor dietary needs.
  
- B. Communication
  1. Encourage and facilitate the development of relationships for participants within the community.
  2. Maintain open lines of communication with family members, funding sources, team members, and other providers.
  3. Ensure staff communication is maintained within the residence.
  4. Ensure confidentiality is maintained.
  5. Provide weekly updates to Program Coordinator and/or Director of Residential Services.
  
- C. Financial
  1. Prepare and submit monthly budget report and financial packet within required time frame.
  2. Ensure consumer bills are paid within the required time frame and/or due dates.
  3. Maintain financial documentation (i.e. bank statements, bills, checking account register, receipts).
  
- D. Medical
  1. Coordinate and attend consumer medical appointments or appoint a designee if unable to attend..
  2. Report medical concerns to Program Coordinator and/or Director of Residential Services.
  3. Oversee administration of medications in accordance with support plans and agency policies.
  4. Oversee medical documentation.
  5. Maintain medication storage according to funding source and agency policy.
  6. Maintain first aid and safety supplies in the home.
  
- E. Assurance
  1. Monitor the home to ensure a safe, clean and home-like environment is maintained.
  2. Develop/maintain safety procedures within assigned locations in accordance with agency policies.
  3. Ensure safety/emergency drills are practice as required.
  
- F. Case Records
  1. Update information as necessary and maintain participant files and case records in accordance with agency, funding source and CARF standards.
  2. Provide input and assist with the development of Individual Service Plans.
  3. Prepare monthly progress reports for Program Coordinator.

G. Program Responsibilities

1. Oversee behavior plans as deemed necessary.
2. Attend conferences and meetings as required.
3. Act as a liaison to family members, case managers and other providers.

H. Residential Team

1. Will provide assistance as needed to cover staff absences.
2. Will assume on-call responsibilities as needed.
3. Other duties as assigned.

I. Sycamore Services Team

1. Champion organizational mission, vision and philosophies.
2. Maintain confidentiality of consumer and personnel information and records.
3. Other duties as assigned.

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Approved

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Date