



TEAM LEAD – LEGAL AND TRANSITIONAL SUPPORT

Under the direction of the Director of Transitional Programs and Housing Initiatives, Team Lead – Legal and Transitional Support will provide critical support to clients as they establish violence-free lives in the community. In addition to performing the duties of a Transitional Support (Legal) Counsellor, the Team Lead will be responsible for supervising and supporting a team of 3-4 staff working within legal, transitional housing support, and outreach services. The ideal candidate will bring leadership skills to foster a collaborative team environment while maintaining a client-centered approach while also providing support and assistance with goal and safety planning, making referrals, liaising and coordinating with other community support agencies.

Responsibilities will include:

Client Support:

- Assisting with safety planning.
- Supporting clients to navigate the legal system.
- Liaising with family and criminal court personnel.
- Working with clients to develop transition plans, identifying both short- and long-term goals and the steps required to achieve them.
- Assisting clients in carrying out their transition plans.
- Providing information and referrals to appropriate legal, housing, medical, educational, employment, and other community resources.

Team Leadership:

- Supervising and providing guidance to a team of 3-4 staff in legal and transitional housing support and outreach capacities.
- Supporting team members in their day-to-day responsibilities, ensuring adherence to program standards and client service best practices.
- Conducting regular check-ins with team members to review caseloads, address challenges, and provide mentorship.
- Facilitating team meetings to foster collaboration and ensure alignment with organizational goals.
- Overseeing workload distribution to ensure equitable and effective service delivery.
- Supporting professional development by identifying training needs and opportunities for team members.

Community Engagement:

- Developing and maintaining relationships with a network of community support agencies.
- Acting as a liaison between the organization and external stakeholders, ensuring seamless coordination of client services.

Administrative Duties:

- Completing administrative tasks, including record-keeping, reports, and statistics.
- Monitoring program performance metrics and providing feedback to the Director on areas for improvement or growth.

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20 Bredin Parkway, Orangeville, Ontario L9W 4Z9 tel 519-942-4122 fax 519-942-8243
www.familytransitionplace.ca Charity BN: 107376378RR0001



**Qualifications:**

- Post-Secondary Education in the Social Service field or equivalent experience and specialized training
- Knowledge of violence against women and children issues
- Knowledge of family and criminal law issues and comfort in navigating those systems
- Knowledge of housing issues, HIFIS, Coordinated Access, BNL
- Feminist working perspective
- Ability to problem solve in innovative and creative ways
- Good written and oral communication skills
- Ability to work cooperatively as a team member and independently
- Strong supportive counselling skills
- Skills in the use of a personal computer for recording, correspondence and report writing
- Access to a vehicle and a valid driver's license (limited public transportation is available)

Hours of Work:

- 35 hours per week. Some On-call evenings and weekends.

Compensation: \$64,485 - \$71,651 per annum

The successful candidate will join a compassionate, caring and forward-thinking family of professionals. Our steadfast feminist and family-first approach guides the work we do. We are committed to ensuring that FTP continues to boast strong staff retention and satisfaction through consistent collaboration, communication, skills and culture development opportunities throughout our organization.

Our commitment to our internal agency values of compassion, respect, inclusion, continuous learning and integrity is unwavering, and we are striving to create a culture rooted in inclusiveness. We are committed to unlearning biases and working towards undoing systemic racism and oppression towards, Black, Indigenous, People of Color, 2SLGBTQ+ and all marginalized identities.

We are focused on innovation and enhancement of our services for our clients; we are equally focused on creating a workplace that 'works' for our staff. We are deeply proud of the culture we have developed, and the staff who continue to help us shape it. We'd love to have you join us!

Family Transition Place is committed to equity, diversity, and inclusion in all aspects of employment. We encourage applications from all qualified individuals, including those with diverse backgrounds and those with disabilities. Accommodation is available upon request for candidates taking part in all aspects of the selection process.

Family Transition Place is dedicated to achieving a workplace that reflects the diversity of the community it serves and welcomes applications from all qualified candidates. We thank all applicants, however, only candidates selected for an interview will be contacted.

Please forward your resume or any accommodation requests to the below address before 4:00pm 3rd January 2025, Email: jobapplication@familytransitionplace.ca

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