



Job Description

Team Leader

Position Summary:

The Team Leader is responsible for supporting adults with intellectual/developmental disabilities, which include teaching job and life skills, creating a positive and friendly environment and identifying creative solutions to encourage, support, and engage in vocational, recreational, and learning activities.

Job Duties:

Supervisor: Provide direction and general supervision of Team Members.

Trainer: Use creative techniques to teach Team Members to perform job duties, carry out the steps of habilitation training, plans, and facilitates enrichment activities.

Role Model: Demonstrate the ability to perform job duties as well as model and teach appropriate workplace behavior and participate in enrichment activities.

Team Member: Attend and contribute information and suggestions in (or for) team meetings.

Other Functions: Provide a healthy, safe, and positive learning/working environment. Provide required documentation in a timely manner.

Essential Functions:

Some duties of a Team Leader may include, but are not limited to:

- Teaching specific job skills to Team Members
- Assist with recreational and life skill activities.
- Assisting Team Members to complete required paperwork.
- Successfully managing challenging behavioral issues
- Assisting Team Members to maintain appropriate workplace hygiene.
- Ability to lift objects weighing 25 –75 pounds with assistance.
- Settling minor disputes among Team Members and acting as a liaison between employees and employer
- Maintaining communication with United Cerebral Palsy of Nevada Management as requested
- Completing required paperwork in a professional and timely manner

Required Qualifications

- Must be 18 years of age with a valid photo ID and proof of eligibility to work in the United States
- Must have High School Diploma or G.E.D equivalent.
- Must have reliable method of travel to work site.
- Must have a history of being punctual and reliable.
- Must demonstrate a desire to work with people with disabilities, and a willingness to learn.

Responsible To

Director of Programs, Assistant Director of Programs, Site Supervisors, Human Resources Manager, and the CEO of United Cerebral Palsy of Nevada

All communications with Employers, Service Coordinators, SLA providers, parents, guardians, etc., should FIRST be reported to Site Supervisors, the Assistant Director of Programs and/or the Director of Programs. Should any of the above contact the Team Leader directly, you are to notify the Site Supervisor and the Assistant Director of Programs for appropriate follow-up.



All Progress Notes, Monthly Reports, Payroll Timesheets, Incident Reports, and other required paperwork will be provided to the Site Supervisor, Assistant Director of Programs and/or the Director of Programs.

Classification and Required Conditions of Employment

- Part-Time; Non-Exempt
- Criminal Background Check
- Tuberculosis Screening (or ability to obtain within 30 days of employment)
- CPR/First Aid Certified (or ability to obtain within 30 days of employment)
- Shift hours are typically Monday – Friday, 9:00 am to 3:00 pm

Benefits Offered:

- Paid Time Off
- Teladoc
- Paid Birthday Off

Employee Name (print)

Employee Signature

Date