



JOB DESCRIPTION

Job Title: Residential Site Supervisor

Program: Residential Services

Reports to: Residential Director

FLSA: Exempt

The following statements are intended to describe the general nature and level of work being performed. They are not intended as a complete list of all responsibilities, duties and skills required of personnel so classified

SUMMARY:

The Residential Site Supervisor is responsible for supervising, training and providing technical guidance to assigned Supported Living Specialists and consumers. The Residential Site Supervisor provides direct support for clients in addition to providing coaching for the Supported Living Specialist. Other duties include working closely with the Residential Team Leader in managing the day-to-day requirements, providing quality supports in a residential setting, covering Supported Living Specialists on scheduled absences, and identifying staff during emergency fill situations. Maintains up to date knowledge of residential trends, personal care issues, medications, health and safety issues, waiver services, etc.

DUTIES AND RESPONSIBILITIES:

1. Protect, advocate for and insure all rights of consumers participating in FRA programs.
2. Contribute to the ongoing planning of services to include the preparation of Personal Service Plans (PSPs), Plan of Cares (POCs), and the attendance of consumer staffing.
3. Supervises and ensures implementation of training programs specified in consumer's PSPs. Encourages development of independent living skills for consumers.
4. Assist Supported Living Specialists in supporting consumers in making decisions that will result in their being viewed by others as valued members of the community.
5. Evaluate the level of support needed for each consumer and recommends courses of action to Supported Living Specialists.
6. Manages current consumer's inventory lists.
7. Monitor and coordinate consumer health needs to include routine and emergency medical appointments, medication acquisition and monitoring.
8. Assists Supported Living Specialists in providing appropriate assistance with personal hygiene to include but not limited to bathing, toileting and dressing.
9. Attend training seminars, in-service trainings and staff meetings. Participate as required, in development and implementation of training, etc.
10. Assist in preparing nutritional menus and develops shopping lists.

11. Maintain professional working relationship with co-workers, supervisors, and key personnel.
12. Monitors temperature, blood pressure, weight, mental status, intake/output, medical orders, hydration, and general health of consumers.
13. Assists in coordinating medical supports with the Team Leader and Residential Nurse.
14. Prepares shift schedules and coordinates shift transitions.
15. Identifies and coordinates facility/maintenance concerns, to include but not limited to completing facility safety checklists and identifying potential safety hazards.
16. Manages accurate and timely submission of monthly paperwork to include, but not limited to medication logs, case noting, progress noting, financial transactions, house paperwork, etc.
17. Maintains current client records and confidentiality.
18. Assists in compilation and maintenance of client's current health log and medical history.
19. Assists with new consumer intake via assessments of independent living skills.
20. Provides mentoring, coaching, and supervision for Supported Living Specialists.
21. Ensures all consumers are properly dressed and clothes are in good repair.
22. Ensures transportation requirements are available and properly maintained.
23. Monitors home/grounds keeping and maintains agency standards.
24. Reconciles consumer financial accounts on a regular basis.
25. Manages home budget for labor, equipment, supplies, and food. Identifies/directs purchases.
26. Maintains and enforces up-to-date familiarity with state/federal compliance regulations.
27. Participates in an on-call rotation.
28. Performs hiring, performance counseling, performance reviews, disciplinary actions, reviews staff time sheets, grievances, and other personnel actions.
29. Monitors medication administration and reviews associated documentation.
30. Maintains 24-Hour availability for assigned home (Monday thru Thursday each week).

MINIMUM EDUCATION AND EXPERIENCE:

1. Bachelor's degree preferred in one of the following fields: Rehabilitation, Psychology, Social Work, Counseling, Special Education, or other related Social Science. Experience and/or specialized education may substitute for degree requirements on a year for year basis.
2. Minimum of two years experience working with individuals in a human or social services (developmental disabilities setting preferred).
3. 1 Year supervisory experience (preferred).
4. Must meet agency insurance criteria for operating agency and personal vehicles on agency business (21 y/o and licensed 3 years).

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Demonstrate a personal commitment to the development and implementation of a least restrictive residential services environment for consumers. Must be skilled in the implementation and documentation of direct consumer training. Demonstrate mentorship

skills. Must have ability to communicate effectively with other staff, consumers, and the general public.

LICENSES/CERTIFICATIONS REQUIRED:

Alaska Driver's License
Certification in Adult CPR
Certification in First Aid
MANDT Certification

IMMUNIZATION REQUIRED:

Annual PPD Test
Hepatitis B immunization (or) Waiver

WORKING CONDITIONS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly moving objects.

PHYSICAL ACTIVITIES:

Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
Talking: Expressing or exchanging ideas by means of the spoken word. Activities demand detailed and important instructions be spoken to other workers accurately, loudly or quickly.
Driving: Minimum standards required by State Law (including license).

ENVIRONMENTAL CONDITIONS:

None: The worker is not substantially exposed to adverse environmental conditions.

PREPARED DATE: 12/07/03

REVISION DATE: 7/26/04 (Change from Non-Exempt to Exempt)
11/14/04 (Changed D/R # 30)
03/20/05 (Changed Report To)