



Residential Supervisor

Job Code: RCSUP - 108
Revision Date: Dec 21, 2018

Salary Range:
\$13.75 - \$22.49 Hourly
\$1,100.00 - \$1,799.20 Biweekly
\$28,600.00 - \$46,786.00 Annually

FLSA: Exempt

Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

General Description

The purpose of this job is to plan, organize and direct the MH/IDD Aides in treatment and service provision. Establishes, monitors, and evaluates staff work procedures and performance standards to ensure compliance with Interdisciplinary Team recommendations, Center policy, and ICF-IDD Standards appropriate to the needs and requirements of the individuals being served. Directs and arranges staff schedules ensuring 24-hour coverage. Responsible for the maintenance and inventory of the unit grounds, building, and property. Assists the QMRP with monitoring of the residents' individualized treatment plans.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Sets up and reviews monthly training sheets for assigned individuals.
- Ensures the timeliness of the Client Movement Form following absences.
- Ensures continuous 24-hour coverage with each shift aware of its unique responsibilities.
- Maintains a flexible work schedule to directly observe all residential staff ensuring job descriptions is adhered to and any needed staff development is scheduled.
- Coordinates and documents training of self and subordinates.

- Ensures new hires complete internal New Employee Orientation with 30 days of employment to include participating in a fire drill during the first ten days of employment.
- Disburses trust fund money upon consumer request, in absence of the trust fund custodian, utilizing proper documentation.
- Ensures monthly safety and security checklist, vehicle checklist, and household inspections are completed monthly, taking corrective action where needed.
- Serves as unit petty cash custodian. Limits purchases to \$35.00 in accordance with Center policy.
- Monthly completes the preventative maintenance/minor repair list.
- Performs other duties as assigned.

Minimum Education and Experience Requirements

Requires an Associate's Degree in Human or Social Services, Management or Business Administration supplemented by two (2) years of progressively responsible supervisory experience; or equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

Required Knowledge and Abilities

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

Physical Demands

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Unavoidable Hazards (Work Environment)

- None

Special Certifications and Licenses

- Prefers Bachelor's Degree in Human Services.
- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

Americans with Disabilities Act Compliance

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Other Job Characteristics

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.

- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

Note: This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.