

Job Description

Title: Residential Services Home Supervisor	Reports to: Residential Services Coordinator	Pay Status: FT/Exempt
Department/Program: Residential Services	Interviewer:	Interview Date:

Scope:

Responsible for the oversight of the health, welfare, rights and safety of SKSF Residential Department clients residing with the contracted Host Home Provider (HHP). This is a full time, interim non-exempt position and will be reassessed after 90 days of the date of employee signature (*see below*).

Duties:

- Ensure that applicable standards and the Division of Developmental Disabilities (DDD) Rules and Regulations are implemented and audited on a regular basis and that residents receive a high quality of services.
- Assist with process of reporting protocols to the IDT, to ensure the safety of the consumer.
- Ensure that each client's Agency File is completed and up to date at all times. This includes the Client's Home Book which is located at the Host Home residence.
- Conduct host home monitoring visits according to the Host Home Monitoring Schedule Protocol ensuring they are completed and that there is a written follow up plan to address any deficiencies identified and how they will be corrected.
- Assess the health and safety of each client in the home; obtain required documentation and signature of the HH Provider and client.
- Problem solves issues and concerns with the Director of Adult Services, HH Team, the IDT, Host home provider and client, and ensure that recommended actions are consistent with agency policies, procedures and protocols.
- Schedule and/or attend staffing meetings related to the Service Plan for respective clients. Writing, implementing and monitoring ISSP's & BISSIP's for assigned clients.
- Assist in working with the providers to coordinate the medical, dental, behavioral, psychiatric and other needed services for the consumer.
- On a monthly basis, oversee the Personal Needs Funds cash ledgers of clients on caseload and submit all necessary paperwork as delegated in a timely manner.
- Meeting and communicating regularly with the Residential Department Team, and other Adult Services staff and Managers as needed.
- Attend HRC meetings for assigned clients.
- Assist the Residential Department Team and Director of Adult Services in providing and implementing HH provider training as delegated. Additional organizational training as needed, including: implementation and compliance with DDD regulations and agency policies in the implementation of program policies to include confidentiality, client rights, reporting incidents, and other topics as assigned.
- Performs related work as assigned.

Measures of Success:

- Ability to work independently and as a team member.
- Ability to effectively communicate information and respond to questions from managers, team members
- Ability to solve problems and deal with a variety of issues.
- Ability to stay focused in a fast paced environment
- Demonstrate good judgment and professionalism
- Understanding of risk management.

Minimum Qualifications:

- Prefer a Bachelor's degree in a Human Services field.
- Require a minimum of two years' experience in serving individuals with developmental disabilities as a Residential Services Supervisor.
- Prefer 1-2 year experience as a Residential Services Supervisor or department team leader.
- Strong leadership abilities and problem solving skills required.
- CPR, First Aid & CPI, & Universal Precautions Certification within the first 30 days of hire.
- A valid driver's license & current vehicle insurance, and an acceptable driving record per SKSF standards.