

Forward Focused Living
SUPERVISOR JOB DESCRIPTION

Position Title: Supervisor

SUPERVISOR: Executive Management

Primary Purpose:

This position is responsible for developing/coordinating services, building community support and providing leadership while maintaining a safe, supportive environment which fosters the growth of self-help skills and facilitates daily living, health maintenance, medication administration, and behavioral development. Providing personal care and designated health-related services designed to maintain the physical and emotional well-being for those living at/receiving services from Forward Focused Living.

General Description of Duties and Responsibilities:

Ability to perform all duties and responsibilities of a Direct Support Professional and Lead. Promotes person centered philosophy and assures each person receives services based on individualized needs.

Assures Medical Assistance, SSI and other benefits are current for each person served and accurate financial management.

Manages and ensures adequate staffing according to service agreement and budget.

Provide high level leadership, promotes teamwork, excellent supervisory skills with ability to direct personnel functions and supervise a large team.

A high level of independent, problem solving skills to manage multiple properties and/or programs.

Possesses high level effective communication skills and ability to facilitate person centered planning meetings.

Provides behavior management/crisis intervention, and develops support outcomes to meet individualized needs.

Provides high level health care including, but not limited to, medication administration, nutrition, allergies, meal planning, doctor's visits, etc.

High level of confidentiality and privacy for both company and persons served.

Processes and maintains meticulous record keeping and ensures accuracy and timeliness.

High level of judgment and ability to evaluate and anticipate consequences.

Provide direction as a role model to all staff.

Other duties as assigned.

Basic Qualifications

- Baccalaureate degree in a field related to human services, and one year of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older;
- Associate degree in a field related to human services, and two years of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older;
- Diploma in a field related to human services from an accredited postsecondary institution and three years of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older; or
- a minimum of 50 hours of education and training related to human services and disabilities; and four years of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older under the supervision of a staff person who meets the qualifications identified in clauses (1) to (3) per rule.
- Ability to multitask, think critically, and practice basic problem solving skills

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- Ability to stand, sit, bend, lift, climb, balance, stoop, kneel, crouch, and move intermittently. Use hands to handle or feel. Ability to turn on the knees, back, wrist, shoulders, and grasp with both hands
- Ability to complete training programs and successfully pass associated tests
- Must pass a DHS background check and fingerprint clearance
- Valid driver's license or eligible to get one within 90 days of hire.

I _____ have read and fully understand the above responsibilities of the Supervisor position as described in this job description. I accept the responsibility and meet the requirements as stated herein.

Employee Signature

Date

Manager Signature

Date