

**OCCUPATIONAL DEVELOPMENT CENTER, INC.
JOB DESCRIPTION**

Job Title: Day Services Supervisor Approved by: _____

Salary Range: Unclassified Date: _____

Supervised By: Program Services Manager

Supervises: Persons Served and Day Services Specialist

Personnel Classification: Hourly Support Staff, Level _____

GENERAL DESCRIPTION

In consultation with the Program Services Manager, the Day Services Supervisor is responsible for the day-to-day activities of the program. Responsibilities include overseeing staff activities, monitoring Person's Served program plans, maintaining compliance standards (i.e. ODC, Department of Human Services (DHS), and CARF), and effective working relationships with county social services and other applicable agencies.

KNOWLEDGE & EXPERIENCE

Associates Degree in a Human Service field and at least two (2) years of experience in working with individuals with developmental disabilities preferred. Minimum requirements would be high school diploma or equivalent, fifty (50) hours education and training related to human services and disabilities and four (4) years of full-time work experience providing direct care services to persons with disabilities or persons age sixty-five (65) and older under the supervision of a designated coordinator (MN Statutes 245D.081).

Provided the Program Services Manager meets the designated coordinator qualifications, this position may be under filled to allow an individual to satisfy the criteria through on-the-job training. The timeframe for completion would be outlined in the employment offer.

SKILLS & ABILITIES

Must demonstrate knowledge of developmental disabilities, its causes, prognosis, life stages and impact on the family. Demonstrate the ability to write consumer assessments, select appropriate assessment tools and interpret the results of the assessments. Demonstrate knowledge in a range of intervention approaches available to achieve selected goals and objectives such as educational, vocational, institutional, chemical management, behavioral management and normalized models, etc. Should possess well-developed written and verbal skills. Should be able to work independently without close supervision. Ability to represent the day services in a professional, positive manner.

OTHER QUALIFICATIONS

Valid, appropriate driver's license (Class B in Grand Rapids) and insurable driving record. Must possess or be willing to obtain a current CPR and First Aid Certificate. Must be medically certified in order to distribute medications to day services Persons Served. Employment will be contingent on successful completion of a Department of Human Services Background Study.

COMMENTS

Must accept and actively support the Mission and Vision of ODC and adhere to the professional Code of Ethics by; demonstrating sensitivity, respect and an understanding of the special needs of individuals with disabilities; embracing the cultural diversity of experiences and knowledge among the people we work with; serving as a positive role model in dress, speech and behavior; maintaining Person Served confidentiality; and, complying with policies and standards set-forth.

Job descriptions are considered to be classification and recruiting tools and are not intended to limit the assignment of work.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Implement and monitor the policies, procedures, forms, reports and documents to ensure compliance with the day service's certifications and compliance agencies, such as; DHS, Wage and Hour, OSHA, ADA, Ombudsman, etc.
2. Collaboratively with the Program Services Manager, develop and maintain a professional working relationship with other human service agencies that share responsibilities for the programming of Persons Served in the day services program.
3. With assistance from the Program Services Manager, hire, guide, train, supervise and review progress of staff (support, volunteers, interns and student teachers) in the day services program.
4. Conduct initial Person Served assessments with regards to the needs of each referral, write the appropriate reports, and submit the results to the team for review and input.
5. Coordinate the intake of new referrals to the program by assembling referral information, setting up appropriate staffings and tours, and familiarizing day services staff with the referrals, etc.
6. Collaboratively with the Day Service Specialists, develop and implement Individualized Program Plans (IPP) and monitor the Person's Served progress by making recommendations to daily programming and special adaptations.
7. Participate in the Safety Program by: enforcing safety rules; developing safety awareness on the floor; reporting of unsafe conditions for remedies; and, reporting all injuries in a timely manner.
8. Attend in-services, appropriate staff development sessions, participate in the safety program and serve on appropriate committees.
9. Develop new training and work activities, daily program schedules, and provide basic assistance and training in self-care to fit the needs of the Persons Served.
10. Identify, propose, and in some cases, provide in-service training for day services staff.
11. Oversee the maintenance of all program materials and equipment and ensure that assigned instructional areas are kept neat, clean and orderly at all times.
11. Perform other duties as assigned and as changing conditions require and new opportunities arise.

I have reviewed these job requirements and verify that I can perform all essential functions of this position.

Signature

____/____/____
Date