

SUMMERTREE RESIDENTIAL CENTERS, INC.
JOB DESCRIPTION: ASSISTANT HOME SUPERVISOR (AHS)

SUMMARY OF POSITION:

The Assistant Home Supervisor is a team leader and a positive role model for the Direct Support Professionals. The primary responsibility is overseeing consumer's Person Centered Plan programs and documentation associated with each individual plan. The Assistant Home Supervisor assists in staff supervision, performance appraisals, and disciplinary action under the direction of Home Supervisor and Residential Manager.

DIRECTLY RESPONSIBLE TO:

Home Supervisor and Residential Manager

ESSENTIAL FUNCTIONS OF POSITION:

1. **Training:** Attend and successfully complete 90 hours of CMH training. CPR, First Aid, and Recipient Rights completed within 30 days of employment and the remaining within 90 days of employment. Annually complete 16 hours of up-date training. Successfully complete CMH Medication and home training of medication procedures. Successfully complete in-home training in the operation of the home procedures, appliances and of the vans used in transportation of consumers.
2. **Consumer Advocacy:** Ensure effective individual and team advocacy for all consumers. Maintain current knowledge of procedures and accept responsibility for immediately reporting suspected recipient rights violations per policy guidelines.
3. **Policy Administration:** Follow and perform quality implementation of Person Center Plans (PCP) as written. Record clear, concise, and accurate documentation of information relevant to each individual PCP. Consistently carry out consumer training programs, both formal and informal as written per each PCP. Maintain a consistently positive attitude toward team members, consumers and their programming. Follow the guidelines for accurately documenting data on consumer training programs on the daily and/or monthly summaries. Maintain current knowledge of consumers and accept responsibility for accurately filling out house paperwork e.g.; daily log, incident reports, consumer family contact log, and any other forms necessary to the operation of the home.
4. **Supervision:** Supervise consumer program implementation and documentation by Direct Support Professional staff. Assign consumer charting and summarizing to DSP staff on a rotating basis. Assure that charting and summarizing are done correctly and adequately. Responsible for transferring all data from collection sheets to graphs when appropriate on a weekly basis following approved format. Assure that monthly data totals are accurate. Train staff in consumer programming, both formal and informal. Confer regularly with the Home Supervisor and the support service personnel about consumer programs. Attend PCP meetings as assigned by the Home Supervisor.
5. **Safety:** Be knowledgeable of and able to carry through emergency home procedures for fire, tornadoes, accidents, and other serious emergencies affecting consumer welfare. Be familiar with and appropriately utilize correct notification procedures involving medical emergencies and other serious incidents.
6. **Physical Requirements:** Physically capable of lifting and transferring sometimes large wheelchair users safely with assistance. Ensure that team members do not lift any consumer weighing in excess of fifty pounds, except in emergency situations, without assistance. Maintain a current knowledge and ability to use all lifts where applicable. This includes, but is not limited to, Arjo, Hoyer and Van Lifts and all accessories used in the operation of transferring consumers. Successfully complete in-home training in the operation of the vans used in transportation of consumers.
7. **Scheduling:** Accept "On Call" responsibilities as scheduled per home guidelines.

NOTE: Although the essential functions of this position are dynamic, the current job description is an accurate view of the essential functions. Reasonable accommodations are always considered and may override the physical demands for a qualified individual with a disability.

PHYSICAL DEMANDS:

Medium Work: exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than 0 to 10 pounds of force constantly to move objects.

iWalking—moving about on foot is required on a frequent basis.

iSitting—remaining in a normal seated position is required on an occasional basis.

iPush/Pull—on an occasional basis must be able to push/pull with arms with a force of approximately 20 to 50 pounds.

iStooping/Kneeling/Crouching—is required on an occasional basis regarding some of the general laborer duties.

iReaching—reaching is required on a frequent basis.

iHandling—working with the hand or hands such as holding, seizing, grasping, or turning is required on a frequent basis.

iFingering—picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm is required on an occasional basis.

iTalking—expressing or exchanging ideas by means of the spoken word is required on a frequent basis.

iHearing—perceiving sounds by the ear is required on a frequent basis.

iNear Acuity—clarity of vision at 20 inches or less is required on a frequent basis.

iDepth Perception—three-dimensional vision with the ability to judge distances on spatial relationships is required on a frequent basis.

iColor Vision—(identify and distinguish colors) are required on an occasional basis.

SPECIFIC DUTIES:

1. Maintain an attendance record as defined by the personnel policy guidelines. Attend and actively and positively participate in mandatory monthly staff meetings. Attend mandatory in-service training meetings as required by the Home Supervisor. Request for in-service training, if needed, to be done in a timely manner. Participate in open house and other community events.
2. Ensure that consumers present as normal a profile to the community as possible by assisting all consumers as needed, in their personal appearance and hygiene by aiding the consumer in bathing, brushing teeth, personal grooming, selecting clothing and dressing.
3. Create, coordinate, and monitor consumer outing and social activity schedule under the direction of the Home Supervisor. Assist in supervising and transporting consumers to community activities as assigned.
4. Record consumer's mail. Inventory consumer personal belongings per home schedule.
5. Responsible for maintaining orderly, individual consumer program notebooks. Responsible for purging outdated data and programs from consumer records (small notebooks) under direction of the Home Supervisor. Assure that new consumer programs are implemented immediately, signed, and understood by DSP staff.
6. Following full clearance as a Med Passer, maintain a current knowledge of each consumer's medication, distribute consumer's medication as assigned by the Home Supervisor. Assist Home Supervisor in reviewing and monitoring medication documentation and distribution.
7. Maintain and ensure the quality and safety of the home and grounds by following written checklists of the shift responsibilities. Report any perceived safety concerns in and around the home ensuring the safety of the consumers and other associates. Must actively practice infection control procedures at all times.
8. Assist in meal preparation and clean up following the guidelines established by infection control and Summertree Residential Centers, Inc. Follow dietary guidelines, as written in meal preparation. Monitor and record consumer weights monthly and contact dietitians regarding dietary concerns as directed by Home Supervisor.
9. Perform any other adjunct duties as assigned by the Home Supervisor and/or the Residential Manager.
10. Assist Home Supervisor with all DSP staff performance appraisals.
11. Assist Home Supervisor with disciplinary process, following guidelines established in the handbook.

EDUCATIONAL/EXPERIENCE REQUIREMENTS:

1. A high school diploma or the equivalent.
2. One year experience working with the Developmentally Disabled or related field.
3. Supervisory experience, organizational skills, and the ability to manage time effectively required.

OTHER REQUIREMENTS:

1. Willing to work a rotating schedule, including weekends, and accept "on-call" responsibilities.
2. Must possess a valid Michigan driver's license and excellent driving record.
3. Must possess good communication and comprehension skills; both oral and written.
4. Possess a working telephone.
5. Medical physical exam inclusive of a negative TB test, and negative drug screen certifying that the candidate is able to assist consumers in their activities of daily living, transportation, and emergency evacuations
6. Two written references in a work-related field.

AGREEMENT:

I understand, and agree, to perform and be held accountable for the aforementioned duties to the best of my ability. I recognize that the failure to perform these duties effectively could result in the reassignment of my position or termination of my employment with Summertree Residential Centers, Inc.

SIGNATURE: _____

DATE: _____