

SUMMERTREE RESIDENTIAL CENTERS, INC.
JOB DESCRIPTION: HOME SUPERVISOR

SUMMARY OF POSITION:

The Home Supervisor is responsible for staff scheduling and supervision, coordinating consumer's medical concerns, and day-to-day household operations under the direction of the Residential Manager.

DIRECTLY RESPONSIBLE TO:

Residential Manager

ESSENTIAL FUNCTIONS OF POSITION:

1. **Staff Training:** The Home Supervisor is responsible for the training of new staff as directed, interviewing, application reference checks and performance appraisals. Will assist Residential Manager with the disciplinary process, following guidelines established in the personnel handbook under direction of the Residential Manager.
2. **Scheduling:** Prepares staffing schedule to provide 24 hour daily coverage, under the supervision of the Residential Manager. Conduct monthly staff meetings. Prepare bi-weekly payroll. Promote positive attitudes by example.
3. **Consumer Medical:** Schedule and coordinate necessary medical appointments for consumers and accompany them whenever possible. Be familiar with medical terminology to enable communication with medical providers. Maintain cooperative relations with these providers. Ensure consumers' medications are ordered and dispersed in a timely fashion and in accordance with universal precautions. Be knowledgeable of medication effects and adverse reactions. Chart all medical information accurately and appropriately replacing forms as needed.
4. **Policy Administration:** Attend PCP/IPS, IEPC, and PRC, day programs and educational meetings. Work cooperatively with Support Service personnel. Provide information, feedback, and suggestions for consumer programs. Assure that necessary data collection and documentation forms are provided.
5. **Consumer Advocacy:** Follow written procedures for reporting all incidents involving consumer and staff injury, and recipient rights violations. Ensure that consumers present as normal a profile to the community as possible, including their personal appearance and hygiene. Insure the normal appearance of the home and grounds.
6. **Training:** Complete 90 hours of CMH training. Attend training and relevant seminars as assigned by the Residential Manager. Complete annual update training. Participate in open house and other community relation events.
7. **Financial:** Ensure that the home remains in or under budget assisting the Residential Manager in this goal.

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 a rare 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. Assist in arranging for regular maintenance of the Home, vehicle, and appliances with the prior authorization of the Residential Manager. Monitor actions of staff and consumers to insure best care of corporate property. Monitor the infection control practices of staff.
2. Maintain orderly consumer records (large notebooks). Purge outdated data and programs for consumer records under the direction of the Residential Manager. File all new consumer reports, evaluations, and other documentation in the consumers' records (large notebooks) under the direction of the Residential Manager. Review Program book on a regular basis. Review daybook periodically to replace forms. Address consumer and staff concern as quickly as possible.
3. Maintain fire safety logs and maintenance logs as directed by Residential Manager. Document and update family and guardian contact. Monitor and record consumer expenditures. Maintain monthly charge receipts, petty cash fund and food stamp.
4. Maintain home inventory of food and supplies.
5. Perform consumer direct care and training as required.
6. Perform any other adjunct duties as assigned by the Residential Manager.

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. Ability to work within a team approach.
3. Must possess a valid Michigan driver's license and clearance from our insurance provider to operate company vehicles.
4. Must possess good communication and comprehension skills; both oral and written.
5. Possess a working telephone.
6. Medical exam inclusive of a negative TB test, certifying that the candidate is able to assist consumers in their activities of daily living, transportation, emergency evacuations
7. Two written references in a work-related field.

AGREEMENT:

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

SIGNATURE _____ DATE _____