

**RESIDENTIAL SUPERVISOR
PUTNAM COUNTY
POSITION DESCRIPTION**

**Salaried Exempt Position
Reports to Putnam County Director**

Qualifications

- Supervisory and management experience (minimum 2 years preferred)
- Experience in field of disabilities preferred
- Minimum of high school diploma or GED required, college degree preferred
- Demonstrated leadership/management skills through fair and consistent treatment of people
- Compassionate and empathetic advocate for individuals with disabilities
- Computer literate
- Excellent communication skills (written and verbal)
- Excellent interpersonal skills
- Excellent time management-THIS IS A MUST
- Self-motivated and self-directed (self-direct in thoughts and actions consistent with the direction of Pacesetters)
- Team player, creative, flexible and professional
- Demonstrated level of comfort with conflict resolution, problem solving, decision making
- Demonstrated person centered behavior
- Commitment to team development, team process and accountability
- Knowledge of or experience in the management of multiple residential sites, performing well under pressure, and multi-tasking
- Demonstrated understanding of vision which embraces:
 1. Individual Needs
 2. Team oriented provision of supports and services

Primary Job Responsibilities:

- **The Residential Supervisor (RS) is responsible for the oversight of residential sites assigned to the caseload**
- The RS is expected to work with the Home Manager (HM) to ensure each home unit is appropriately supervised and that all team members of each home unit are treated fairly and consistently according to Pacesetters policies, procedures, protocols, and expectations
- The RS is responsible to work with the Training Supervisor, Home Manager, and County Director to develop and implement Training Specifics to the Need of the Individual
- Must be a designated trainer for all homes assigned to the caseload
- Complete Monthly Reviews for persons supported on the caseload and submit to the ISC monthly, as required
- Review and ensure staff timesheets assigned to the caseload are correct prior to submission to the Business Office for payment
- **Required participation in bi-monthly management meetings conducted in-County with all Residential Supervisors, Training Supervisors, County Director and members of the Executive Team.**

Job Responsibilities:

- Provide role-modeling and professionalism in every aspect of management
- Oversee appropriate implementation of professional plans designed to support service recipients
- Embrace change through positive solutions
- Ensure each home on the assigned caseload is managed to reduce excessive overtime, reduce unnecessary mileage and engage in other aspects of cost-effective practices that relate to agency expenses and actively participate in the reduction of those expenses
- Develop and support self-directed teams, facilitate regular team meetings
- Ensure homes are clean, secure, and free of safety hazards and maintenance issues are promptly addressed
- Review menu planning, grocery shopping, inventory of household supplies
- Interview and recommend applicants for hire, and coordinating pre-hire visit to the potential site of employment
- Receive work schedules from each Home Manager and approve for each residential site
- Ensure timely and accurate record keeping and flow of paperwork as directed concerning State and Agency documentation and expectations
- Develop and update staffing plans for each site and submit to the Putnam County Director
- Identify potential Human Rights concerns and report to the Putnam County Director immediately
- Proactively support staff by JPE, coaching opportunities, trainings, team meetings and availability to staff

- Attend ALL annual ISP meetings for each person supported assigned to the caseload for the purpose of:
 1. Developing the Training Specifics to the Needs of the Individual for the upcoming ISP year
 2. Contributing to the development of the ISP to ensure the accuracy of the document including requesting the removal of conflicting information
 3. Ensure the Action and Outcomes are appropriate and achievable and promote independence, and community involvement
- Attend ALL Circle of Support meetings for persons supported on the caseload
- Completion of the ISP checklist prior to and during the annual ISP meeting for each person supported on the caseload (due to be completed 30 days after the ISP effective date)
- Ensure compliance with Agency Supervision Plan requirements (including Unannounced Site Visits and Comprehensive Site Reviews)
- Routinely visit all sites (to include evening, overnight, holidays and weekend hours)
- Compare residential sign-in sheets, schedules and training schedules to timecards for accuracy and consistency
- Track PTO and CAT time for employees and approve leave requests, as needed
- Provide needed follow-up, documentation and training as it relates to investigation and/or complaints recommendations
- Ensure service recipients' records are maintained according to the State Provider Manual and Pacesetters' guidelines, including the Daily Support Book for each person supported
- Maintain the Assessments Notebook for each Residential site per assigned caseload
- Conduct 1 unannounced visit per month (must work with HM to ensure all unannounced visits are completed each month)
- Conduct 1 Comprehensive Site Review every 6 months on a rotating basis
- Ensure ALL follow-up issues that are identified through the Unannounced visit process and the Comprehensive Site Review process is addressed timely (within 30 days of identification) or ASAP if the identified issue poses a risk to the person supported or staff
- Receive end of the month paperwork from each HM by the 5th day of each month, review packet contents for each person/home for completeness, ensure the documents are received and filed by the appropriate person
- Must thoroughly know and understand the duties of the Home Manager
- Review all LON exceptions and RIITs submitted by the Training Supervisor
- Complete JPEs for all HMs and assist HMs with JPEs for DSP staff they are responsible for
- MUST approve all overtime for Home Managers, this can only be approved as a last resort (must notify the County Director first)
- Consult with Administrative Assistant 2 on a monthly basis to ensure persons supported on the caseload to ensure:
 1. Each person supported is able to afford to live in their current living arrangements
 2. Is maintaining banking account balances of less than \$2000 (going over can cause the person to lose their services)
 3. Any other issues pertaining to financial supports
- Consult with the HM on a weekly basis to ensure all required documentation is completed for each person supported, including daily notes, outcomes/action steps, monitoring charts, Medication Administration Records, etc.
- Support the HMs to understand their job duties and field questions about all aspects of each residential assigned to the caseload
- Maintain and file documents in the General Information Book (white book) for each person supported assigned to the caseload
- Attend regularly scheduled (at least monthly) House Manager team meetings along with the Training Supervisor
- PRIMARY contact for all ISCs and ancillary training entities and must be included on all emails pertaining to the persons supported on the caseload
- PRIMARY contact when ISCs are scheduling COS and ISP meetings
- Communicate with House Manager, Training Supervisor, and County Director when a COS or ISP meeting is scheduled including the location, date, and time
- Receive all DRAFT ISPs prior to ISP meeting dates to review the document for accuracy
- PRIMARY contact for family members, conservators, DIDD and other state or outside entities
- Assist with interviewing and hiring new staff for the homes
- In conjunction with the HM, schedule CB day, CISS and ILS services for people assigned to the caseload (day services staff will be assigned to the home and will start the day from assigned homes)
- Administer disciplinary actions, as needed (HM will be included in this process)
- Attend ECF Choices meetings as requested and required
- Act as Subject Matter Expert for all aspects of the homes/staff/persons supported on the caseload
- On call 24/7 to field questions and potential problematic situations for each home on the caseload
- Other duties as assigned

ESSENTIAL JOB FUNCTIONS

Job Title: **RESIDENTIAL SUPERVISOR**

Primary Job Duties/Responsibilities: (Attach additional sheet if needed)

SEE ATTACHED JOB DESCRIPTION

JOB REQUIREMENTS (Applicant Must Be Able To:)
(Check OR x those that apply)

- x1. Stand or walk more than 70% of shift
- 2. Sit more than 50% of shift
- x3. Kneel or squat frequently
- x4. Bend or stoop frequently
- x5. Work with areas above shoulder level
- x6. Lift more than 25 pounds
- x7. Lift more than 50 pounds
- x8. Have full use of both hands and/or arms or the equivalent with prosthesis
- x9. See 20/40 or equivalent with corrective lenses
- x10. Distinguish colors
- x11. Hear 40 decibels or equivalent with aids
- x12. Operate power equipment and/or tools-office equipment
- x13. Drive vehicles
- 14. Use ladders, step stools
- x15. Work alone (in isolated areas)
- x16. Work shifts
- x17. Tolerate high job stress (e.g., deadlines, unstructured demands, high work volume)
- 18. Mop, sweep, shovel more than 4 hours/day
- x19. Make accurate judgments and assessments of individuals and/or other staff and situations
- x20. Push/pull heavy loads such as positioning patients/ objects onto carts/chairs/beds; pushing wheel chairs or large beds, etc.)
- x21. TB test or TB Risk Assessment required
- x22. Drug screen required
- x23. Background check required
- x24. Other: potential aggressive behaviors of supported individuals

JOB RISK (ENVIRONMENTAL) FACTORS:
(Check OR x those that apply)

- 1. Exposure to cold/warm/hot temperatures
- 2. Exposure to wet floors
- x3. Exposure to video display terminals
- x4. Exposure to chemical vapors, including cleaning agents
- 5. Exposure to heavy metal (e.g., mercury) – Specify _____
- 6. Exposure to ionizing radiation
- 7. Exposure to dust
- 8. Exposure to sharp knives, cutters, blades (kitchen area)
- 9. Exposure to excessive noise
- x10. Exposure to carcinogens – cleaning agents
- x11. Infectious hazard (e.g., TB, hepatitis, HIV)
- _____
- _____
- x12. Skin contact with solvents or other chemicals
- 13. Working around machinery with moving parts
- 14. Exposure to flying objects
- x15. Exposure to oil and/or gas fumes-vehicles
- 16. Other
- _____

I have read and understand the Position Description and acknowledge that I am capable of performing the above Essential Job Functions with ___No Restrictions OR ___the following Restrictions:

SIGNATURE: _____

DATE: _____