

Assistant Community Living Supervisor

Job Summary:

The Assistant Community Living Supervisor position is responsible for administering agency policies, programs and practices, which includes planning, organizing, developing, implementing, coordination, and directing supports provided by employees in the residential environment. The Assistant Community Living Supervisor may perform the duties of the Community Living Supervisor in their absence.

Position accountable to: Community Living Supervisor

Position supervises: Direct Support Professionals

FLSA: Non-Exempt

Essential Functions and Competencies:

1. Coaches and directs employees by demonstrating and teaching the skills needed to perform required tasks
 - a. Performs the tasks that the direct support staff is given
 - b. Anticipates staff needs and provides the required tools to do the job well
 - c. Builds teams and is prepared to mentor employees
2. Provides direct support to people with disabilities as dictated by the service plan and role models such supports to staff:
 - a. Assisting with teaching of life skills
 - b. Assisting with lifts and transfers
 - c. Assisting with personal care supports
 - d. Communicating and interacting with people supported
 - e. Maintaining a safe physical environment
 - f. Providing financial assistance
 - g. Developing and demonstrating positive behavior supports
 - h. Demonstrating the importance of people being active in their community and facilitating community inclusion
3. Coordinates personnel management as needed by:
 - a. conducting interviews of applicants seeking employment
 - b. providing general agency and job specific orientation and training for new employees
 - c. supports on-going employee development
 - d. coordinating and conducting employee performance evaluations with department staff
 - e. facilitating staff meetings and promoting teamwork and delegating tasks and responsibilities
 - f. coordinating and implementing employee retention strategies
4. Exhibits a customer service orientation
 - a. Effectively communicates with people supported and employees and maintains a professional demeanor, especially when dealing with challenging people or situations
 - b. Responds appropriately to the needs of others
 - c. Approaches problems systematically and creates workable solutions that incorporate agency principals into everyday activities
 - d. In conjunction with other members of the service team, determines specific goals and objectives for people supported, and the methods by which these goals and objectives can be accomplished

5. Utilizes needed resources and staffing levels to meet expectations
 - a. Meets deadlines without sacrificing supports or quality
 - b. Applies sound time management principles to own activities and those of employees
 - c. Schedules employees and resources effectively-ensuring sufficient staffing to provide effective supports
 - d. Forecasts staffing, budget and resources requirements
 - e. Reacts appropriately to changes in schedules or forecasted plans
 - f. Utilizes community resources in the development of programs and services.

6. Focuses on quality continuously in the performance of daily activities
 - a. Conducts quality reviews to facilitate an environment of excellent support where employees perform at their best
 - b. Adheres to quality assurance plans and communicates with quality assurance representatives to resolve quality concerns
 - c. Coaches employees to support quality outcomes and fixes problems quickly to ensure consistency of supports

7. Reviews and approves leave requests, time sheets/time cards, activity logs and contact records, etc. as needed

8. Responsible for equipment and supply requisition and maintains inventory as required.

9. Responsible for food purchasing; including fiscal responsibility/management.

10. Is safety-conscious at all times
 - a. Maintains a working environment that reduces risk for employees and people supported
 - b. Maintains cleanliness of the residential environment
 - c. Conducts monthly inspections and preventative maintenance
 - d. Intervenes with immediate medical, behavior or emergency situations. This may include agency approved physical intervention techniques, CPR, First Aid, etc.
 - e. Safely uses and maintains on-the-jobs tools (for example, chemicals, equipment, hoysers) and communicates their safe use to employees
 - f. Trains employees on safety requirements
 - g. Performs safety plan reviews with employees
 - h. Maintains Material Safety Data Sheets
 - i. Responds to employee incident and worker's compensation reports appropriately and timely
 - j. Monitors interpersonal dynamics among employees to ensure a team atmosphere and to prevent workplace violence
 - k. Ensures that people supported are safe and living healthy lives by:
 - i. monitoring safety issues
 - ii. monitoring dietary needs and concerns
 - iii. coordinating, monitoring, and documenting medicals supports
 - iv. practicing appropriate emergency procedures (fire and tornado drills) and
 - v. promoting people's rights regarding health and safety issues.

11. Ensures fiscal responsibility and management by:
 - a. Providing supports to people supported including, but not limited to budgeting, paying bills, and other financial supports
 - b. developing and managing household budgets,
 - c. providing input on materials or services to be purchased and

- d. completing ledgers and audits of finances for the household and for people supported.
12. Demonstrates leadership through stewardship, ethics and caring
 - a. Embodies the mission of the agency
 - b. Treats all employees, colleagues, and people supported with respect and dignity
 - c. Understands and applies fair practices in personnel issues
 - d. Makes ethical decisions
 13. Is familiar with, complies with and implements current state regulations as applicable (i.e. DHS/DDD, DOH, NSLP, CANS, DOT and SDHDA), agency policies and procedures, accreditation standards, and protection of rights for people supported.
 14. Co-plans, conducts, and attends extracurricular activities, workshops, in-services, classes, ISP's and meetings as necessary.
 15. Serves on and/or chairs agency committees, focus groups, etc as necessary.
 16. Provide agency tours and presentations as necessary
 17. Ability to transport people supported throughout the community and pick up/deliver supplies and accompany people supported to appointments when needed

Working Environment:

The usual and customary methods of performing the job's responsibilities and essential functions require the following physical demands: sitting, standing, some lifting, carrying, pushing, and/or pulling (i.e. wheelchairs, transfers, moving groceries/supplies, etc); some climbing and balancing (i.e. stairs, assisting people walking with gait belts, etc), some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Qualifications:

- Minimum of 1 year of college education in human services or closely related field, OR
- Minimum two (2) years of experience in the human services field, OR
- Any combination of education, experience and training that provides the required knowledge, skills, and abilities. Supervisory experience is preferred.

Licenses/Required Testing: Valid driver's license and evidence of insurability. Must be able to successfully complete agency driver's training course. Applicant must be able to pass a pre-employment drug test prior to employment. Employees are subject to testing per Aspire, Inc.'s Drug Free Workplace Policy. Employees must successfully complete all required agency training.

Every effort has been made to make your job description as complete as possible; however in no way is it stated that these are the only duties you are required to perform. Other related duties necessary to meet the needs of the organization may be assigned to you.

Employee Signature

Date Reviewed