

## Day Services Supervisor

### **Job Summary:**

Responsible to oversee the delivery of facility and community-based Day Services which are intended to assist Aspire participants to gain opportunities for meaningful life experiences in coordination with the participant's personal goals and supports agreed upon by the service team.

**Position accountable to:** Director of Vocational/Day Services

**Position supervises:** Direct Support Professionals(DSPs) in the Exploration center and Rec/Therapy area, and Dietary Coordinator.

**FLSA:** Exempt

### **Essential Functions and Competencies:**

1. Coordinates (with input from DSPs) a regular calendar of activities to be offered in integrated community-based settings, including those to promote volunteer activities. Service sites should include those selected by the participant, as well as sites that provide opportunity for new experiences. Services should focus on acquiring, retaining, and improving self-help, socialization, and adaptive skills.
2. Coordinates a regular calendar of facility-based activities, which may include virtual services in certain circumstances. Ensure activities and the environment are designed to build positive social relationships, greater independence, and personal choice; foster acquisition of skills; assist in maintaining skills and functioning and preventing/slowing regression for those with degenerative conditions; and empower the participant to attain/maintain their highest level of self-determination.
3. Coordinates the delivery of any exercise program that is in the service plan to be delivered as a part of their Day Services. This could include SPURS Equestrian riding, pool therapy, and general physical exercise, strengthening, or wellness activities.
4. Oversees the operation of the center food service program. Ensures ordering, preparation, serving, storage and sanitation of food prep/dining areas is completed to agency/environmental and nutritional standards. Ensures staff are trained to prepare special diets according to participant needs.
5. Coordinates the transportation between the participant's place of residence and the Day Services site for participants who require/choose to utilize Aspire (and not public) transportation. Ensures staff meet agency requirements and receive training prior to providing transportation.
6. Coaches DSPs by demonstrating and teaching the skills needed to perform required job duties, including all DSP job-specific orientation topics to include:
  - a. Personal care/assistance to include safe lifting/transferring, incontinence support, eating assistance (including special diets and food consistency), etc.
  - b. Positive Behavior support and appropriate response during crisis intervention situations
  - c. Community integration (building of natural support relationships).
  - d. Effective communication (including use of assistive technology).
  - e. Being solution-focused by approaching challenges systematically to identify workable solutions that incorporate agency principals.

7. Provides input to department administrator regarding program needs for budget development including forecasts on staffing ratios.
8. Responsible for personnel management by:
  - a. Scheduling employees and resources and, in conjunction with the Workforce Coordinator, handles any staffing changes to ensure participant needs are met.
  - b. Conducting interviews of applicants seeking employment and providing input for hiring.
  - c. Providing general agency and job specific orientation and training for new employees.
  - d. Supports on-going employee development
  - e. Coordinating and conducting employee performance evaluations with department staff
  - f. Facilitating communication through regular department meetings
  - g. Promoting a culture of teamwork and interactions that support organizational values.
  - h. Delegating tasks and responsibilities to ensure services are delivered to meet quality outcomes, effective time management and fulfilling deadlines.
9. Utilizes needed resources and staffing levels to meet expectations.
10. Reviews and approves leave requests, time cards, etc.
11. Is safety-conscious at all times
  - a. Maintains a working environment that reduces risk for employees and people supported
  - b. Maintains cleanliness of the work 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-job tools (for example: chemicals, equipment, hoist lifts) and communicates their safe use to employees
  - f. Trains employees on safety requirements
  - g. Performs safety plan reviews with employees
  - h. Familiar with 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
  - k. Ensures that people supported are safe and living healthy lives:
    - i. by monitoring safety issues
    - ii. by monitoring dietary needs and concerns
    - iii. by coordinating, monitoring, and documenting medicals supports
    - iv. by practicing appropriate emergency procedures (fire and tornado drills) and
    - v. while promoting people's rights to make choices regarding personal health and safety.
12. Demonstrates leadership through stewardship, ethics and caring
  - a. Embodies the mission, vision and values of the agency
  - b. Collaborates with other service areas to utilize staff/transportation resources effectively
  - c. Treats all employees, colleagues, participants and family members with respect and dignity
13. Becomes familiar with, complies with and implements current federal/state regulations and requirements as applicable (i.e. DHS/DDD, DOH, ARSD, OSHA, etc.), agency policies and procedures, accreditation standards, etc.
14. Co-plans, conducts, and attends extracurricular activities, workshops, in-services, classes, ISP's and meetings as necessary or requested.

15. Serves on and/or chairs agency committees, focus groups, etc. as necessary. Supports, implements, and provides progress reports as requested for organizational initiatives, strategic plans, etc.
16. Ensures that on-call DSP weekend rotation obligations are fulfilled.

Other Duties

17. Responsible for equipment and supply purchases and maintains inventory as required.
18. Provides agency tours and presentations as necessary.
19. 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.); performing CPR and physical interventions, some climbing and balancing (i.e. stairs, assisting people walking with gait belts, etc), some stooping, kneeling, crouching, and significant fine finger dexterity.

Qualifications:

- Minimum of 2 years of college education in human services or closely related field, OR
- Minimum four (4) years of experience in the human services field, OR
- Any combination of education, experience and training that provides the required knowledge, skills, and abilities. Basic fluency in oral and written English.

Licenses/Required Testing: Position will be Serve Safe Certified within 6 months of employment. 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.

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Employee Signature

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Date Reviewed

Date revised: December 12, 2022