

JOB DESCRIPTION

Department: PASSAGE Department

Position: Supervisor

Responsible to: Department Administrator

Position Description: Supervisor oversees daily operations of the PASSAGE Department.

Duties & Responsibilities

A. Department Supervision

1. Responsible for the daily supervision of all PASSAGE staff and participants who participate in the PASSAGE Department.
2. Provide regular and timely feedback to Department Administrator regarding staff performance issues, participants' performance issues, department recommendations, etc.
3. Participate in referrals of potential participants placements into department with Department Administrator.
4. Be familiar with Southside Art Center policy manual.
5. Coordinate daily department staffing to meet licensing requirements and individual participant's needs.
6. Scheduling staff working hours, vacation requests, personal leave, etc.
7. Implement daily assignment of staff according to deployment scheme, which maximizes the department benefits for participants while capitalizing on staff talents and special skills.
8. Set up and use a tickler system to insure timely management.
9. Forward purchase of service requests to Department Administrator.

10. Insure that participant needs are met at volunteer worksites.
11. Meet weekly with Department Administrator to give updates on department and staff development and quality assurance issues.
12. Other tasks as assigned by the Department Administrator.

B. Support and Training to Staff

1. Provide training and technical assistance to AST staff in areas of participant skills assessment, task analysis, curriculum development, self-advocacy, Individual Service Plans, Person Centered Plans and behavior intervention techniques.
2. Train and assist ASTs in designing individualized participant schedules.
3. Assist and train ASTs to individual and group participant departments.
4. Be familiar with psychotropic drug reactions as they relate to participant's performance and behaviors.
5. Provide support, help troubleshoot, and make recommendations regarding participant departments.
6. Investigates, troubleshoots, and assists in the development strategies for participant s experiencing crisis periods.

C. Support and Training to Participants

1. Substitute for AST staff when necessary.
2. Be able to perform all AST duties.
3. Transport participants.
4. Work effectively with and support participant s during crisis periods.
5. Be familiar with the current talents, abilities, and department schedules of all participants who participate in the PASSAGE Department.
6. Attend participant intake and service plan meetings.
7. Promote the development of participant self-esteem and problem solving abilities by participating as a helper in the Self Advocacy group process.

D. Insure Professional Standards of Practice by Department Staff

1. Provide daily supervision of AST staff.
2. In conjunction with Department Administrator, participate in the process of interviewing and hiring department staff.
3. With the Department Administrator timely do of staff performance appraisals.
4. Manage ongoing staff meetings to promote team building and encourage staff participation.
5. Participate with in-service training schedule to insure maximum growth for staff as they learn to better meet participant needs, i.e. in areas of behavior intervention, self-advocacy, job skills developments, etc.
6. Provide physical assistance to participants as required to assist staff.
7. Intervene in participant crisis situations as required.

E. Quality Assurance, Evaluation, and Long-Range Planning

1. Advise Department Administrator regarding ongoing communications with staff and participant s regarding whether department objectives are being met.
2. Devise schedule to insure visible presence at job sites and at department sites.
3. Review participant charts, I.D. Notes, P.C.P. and I.S.P. processes to insure that timely documentation occurs and that participant needs are being met.
4. In cooperation with Department Administrator, develop a yearly long-range plan to insure that department continually meets participant's needs.

F. Community Networking

1. In cooperation with Department Administrator act as department liaison to Regional Center staff, residential department staff, other day department staff, participant advocacy groups, and the public at large.

G. Professional Training and Development

1. Attend First Aid/CPR/AED classes and other Seminars as required by agency.

2. Attend agency staff retreats.
3. Attend professional training conferences as requested by Department Administrator (occasional required training activities may be scheduled during weekend time.)
4. Keep current on training that is available to enhance skills needed to perform the job and make timely training requests to Department Administrator.

H. Desired Personality Traits for Department Supervisor Applicants

- Familiarity with Developmental Services Field and a personal commitment to concepts of normalization, self-advocacy, supported work, integrated life, positive behavior management, and person-centered-planning.
- Effective written and verbal communication skills.
- Charismatic personality/ability to elicit staff respect.
- Ability to be tactful and use good judgment when intervening in a variety of situations.
- Ability to work independently and be self-motivated.
- Ability to be organized, prioritize tasks, and respond to job duties in a timely manner.
- Ability to be a creative problem-solver.
- Demonstration of a good sense of humor.

I. Applicant Requirements

- A.A. degree (B.A. Preferred) in Behavioral Sciences or related field or 4-5 years of experience in field of developmental disabilities with two years of supervisory experience in a human services field required.
- Previous job experience with behaviorally challenged individuals preferred.
- Familiarity with the Interdisciplinary Team Process.
- Possession of a valid driver's license, proof of insurance, and a clean DMV required.
- Possession of a reliable car.
- All applicants must be free from substance abuse.

*** Final hiring decisions must be approved by the State Licensing Department.

I have read and understand this job description and its expectations and duties:

Printed Name	Signature	Date
October 2009	PASSAGE Department Supervisor JD	4 of 4