**POSITION SUMMARY:**

The PM House Supervisor is responsible for scheduling and managing administrative tasks and program activities for the house, ensuring compliance by providing strict oversight to the direct support staff on 2nd and 3rd shifts. The PM House Supervisor is expected to set a positive management tone for employees and demonstrate leadership in line with organizational values and goals. The PM House Supervisor oversees the health, safety, and welfare of residents and does not have a scheduled direct care shift but will fill in if needed. The PM House Supervisor is salaried benefited position accountable to the Residential Program Manager. The schedule for this position will primarily weekdays 3 p.m.-11 p.m. but flexibility is required.

**COMPENSATION:**

This is a salaried position with a compensation range of $42,000-$48,000 and is determined based on years of relevant experience. In addition, on-call weekly pay is given and additional pay for unexpected fill-in needs. A lucrative vacation and sick time package, along with employee benefits are available.

**QUALIFICATIONS:**

* At least 21 years of age
* Degree in a related field and/or 3 years’ experience with adults who have intellectual disabilities in a community setting
* A good working knowledge of computers and Microsoft Office required
* Must be able to work independently, take initiative, and be self-motivated
* Good communication (written and verbal) skills
* Valid driver’s license required
* Demonstration of understanding and commitment to the philosophical tenets of community living

**EMPLOYMENT EXPECTATIONS:**

* Dependability
* Appropriate use of supervision and consultation
* Maintain clear and accurate records
* Compliance with personnel policies
* Monitor and advocate for the rights and welfare of residents
* Respect for others and openness to the insight of others
* Willingness to learn
* Attendance at required meetings and trainings
* Commitment to the mission of Day Spring
* Conduct self-according to the organization’s expectations of professionalism and confidentiality
* Assist and cooperate with the family members and other community members
* Operate the house and provide services in accordance with established Day Spring policies, KY licensure, HUD guidelines, and best practices

**RESPONSIBILITIES:**

* Supervise all staff on caseload and oversee the health, safety, and welfare of residents in designated households
* Provide DSP performance feedback and assist the Program Manager with annual and ongoing DSP evaluations
* Provide consistent and frequent coaching of staff and issue disciplinary actions when appropriate
* Prepare and maintain work schedules to ensure appropriate staff coverage
* Approve time off requests and payroll
* Act as first contact for DSPs with schedule changes and/or call-offs
* Review daily notes at least twice weekly for quality and compliance
* Review MARs weekly to ensure accuracy and report discrepancies
* Assist with maintaining participant residential records to ensure Medicaid waiver compliance
* Jointly responsible for monthly med check in
* Partner with Wellness Coordinator to reviewing medications, remove old medications, monitor prescription expiration dates, delivery to houses, and communicating with staff of medication changes
* Conduct monthly med audits for each resident on caseload
* Monitor eMAR notifications and alerts for resident caseload
* Ensure doctors appointments, follow ups, and referral appointments are added to the Oasis calendar and monitor adherence
* Ensure medical appointments were attended
* Ensure staff submit HRST forms and after visit medical summaries after each doctor’s visit
* Ensure incident reports are completed and forwarded to the Residential Program Manager in a timely manner
* Assign shift duties to direct support professionals
* Assist with scheduling/attending/delegating POC, SIS, and other team meetings throughout the year and as needed
* Hold shift meetings with staff and/or residents as needed
* Initiate and facilitate fluid communication between all shift supervisors to promote cohesion in supervision
* Coordinate household shopping, monitor inventory of household needs
* Ensure monthly paperwork for assigned resident caseload is complete and turned in by the 5th of the month
* Ensure mid-month medicine changes are properly documented
* Oversee the maintenance and upkeep of common areas
* Monthly Walkthrough of each apartment on caseload for cleanliness and condition (includes resident bedrooms)
* Promote Day Spring programs (Arts & Wellness) and other community-based activities through scheduling, planning, participation, etc.
* Arrange transportation and assist with resident interest in Arts & Wellness activities
* Coordinate evening, after- dinner activities
* Create weekly meal plan
* Report staff concerns to the program manager
* Complete initial training of new DSPs including Individual Needs Assessments
* Provide DSP performance feedback and assist the Program Manager with annual and ongoing DSP evaluations
* Other duties as assigned

**PHYSICAL DEMANDS OF THE HOUSE SUPERVISOR:**

1. Be healthy and physically fit including the physical requirements of lifting individuals, standing for long periods, crouching, twisting/turning, weight bearing, swimming, walking and other physical activities as required.

2. Be able to lift to 50 pounds.

3. Exhibit abilities to see, hear and speak to individuals under their care.

4. Must possess a valid driver’s license to operate and drive a vehicle.

**WORK ENVIROMENT FOR THE HOUSE SUPERVISOR**:

Work is normally performed in an office or home.

While performing the responsibilities of the House Supervisor’s Job, these working environment characteristics are representative of the environment the House Supervisor will encounter:

* The employee is normally exposed to moving mechanical parts and vehicles; the noise level in the work environment is usually quiet to moderate. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the House Supervisor’s job. Typical work duties can vary depending upon different scenarios, however in most cases, the House Manager will be responsible for the daily

care of the residents. This can include administering medication, updating records, providing emotional support, and resident education.

* It may require longer work days and varied schedule. They may have to work nights, weekends or even over the holidays.
* Additionally, the House Supervisor will need to protect themselves from possible work-related hazards, during the course of resident care, since they may be exposed to infectious diseases, body fluids, radiation, chemicals, etc.

**I have read this job description, understand it, and am able to perform the essential functions and meet the job requirements of the position. In addition, I have had the opportunity to discuss the job description with my supervisor.**

Printed Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_