



Site Supervisor

Ensures all aspects of the individual's services are implemented according to the Individual Plan (IP) and agency policy/procedures for all assigned sites. Provides a quality, person centered, therapeutic environment which supports the individual's wants and needs. Oversees the daily operation of the site to ensure that it is meeting the individual's needs. Makes certain all systems and practices are followed routinely which meet the requirements of all regulatory agencies. Acts as a contact person on behalf of the Agency with family/guardians, employees, the community and County Board (waiver). Assumes on-call and supervisory responsibility. Directly supervises the Direct Support Professional (DSPs).

Minimum Qualifications:

- High School Diploma or GED. Post high school education preferred.
- Excellent math skills.
- Demonstrated ability for self-direction in work.
- 1 year experience as a Direct Support Professional.
- Computer knowledge, smart phone skills and ability to email, type, use Microsoft Word and internet.
- Valid Ohio driver's license with no more than four points, eligibility under our insurance carrier. Maintain an acceptable driving record adhering to all driving laws and Rose -Mary regulations pertaining to driving.
- Ability to work and lead a team, collaborate with co-workers, managers, and program staff via open communication in a positive and constructive manner.

Worker Characteristics:

- Must have a cooperative, caring nature, and ability to work in a stressful situation in a calm therapeutic manner.
- Ability to maintain an organized approach
- Ability to supervise and motivate others
- Ability to work effectively and efficiently according to strict timelines
- Ability to provide training to employees
- Effective communication skills through verbal and written reports
- Ability to coordinate services, both internally and externally
- Ability to prioritize workload
- Ability to assess, evaluate, and monitor in all relevant areas

Primary Responsibilities:

1. Directly and effectively supervises the DSP's in the implementation of services for the individuals at their sites.

2. Performs on- call duties with the understanding that these duties are a necessary and important support function. The supervisor is required to meet the scheduling needs of the house and should be working the required number of hours in ratio at the assigned work location.
3. Assumes supervisory responsibilities in the absence of other House Supervisors.
4. Participates in systems that provide adequate oversight and compliance in all sites; meeting IP requirements, financial compliance for the agency as well as following agency policy and procedure.
5. Performs weekly hours of DSP responsibilities and hours per week of administrative responsibilities.
6. Assumes responsibility for monitoring and overseeing compliance with fiscal policies and procedures.
7. Ensures employee compliance with the CPT (waiver) or Budgeted hours (ICF) and position control.
8. Manages overtime and reports issues or concerns to Program Manager regarding staffing issues or individual issues resulting in needed revisions to the IP and CPT.
9. Ensures that systems that are in place to monitor supplies and resources for day to day operations are followed and consistent with individual needs and the assigned budget.
10. Ensures proper use and accounting of individual resources and finances. Meets day to day needs of individuals as directed and delegated by the Program Manager. Ensures accountability and safeguards of all funds, receipts and documents.
11. Trains, monitors, and ensures all aspects of the individual's IP are implemented and documented accordingly.
12. Participates in the development of the individual's IP as requested by the Program Manager.
13. Advocates for individual rights and needs while communicating with all persons involved in the individual's life.
14. Has working knowledge of all required technological systems and programs ensuring employee compliance with the use of the systems.
15. Participates in the UI/MUI process as required by agency policy and procedures.
16. Provides training regarding the professional interventions required for skill building, active treatment, behavioral supports and IP implementation of individuals.
17. Completes on-the-job training for assigned employees in a thorough and timely manner as required.
18. Provide adequate presence, support, interaction and training of employees to address consumer needs.
19. With direction from the Program Manager ensure all programmatic and environmental needs are met on a daily basis so the site is survey ready at all times.
20. Develops a professional working relationship with County Board representatives, family, guardians and other community contacts on behalf of the individual and the Agency.
21. Responsible for self-development, continuous learning, and professional expertise so as to result in effective supervision, teamwork and individual oversight.
22. Develops systems to monitor and track employee training and ongoing employee development needs. Acts as a key source for employee training, and skill development. Ensures DSP evaluations are in place so as to result in a more productive, effective and satisfied workforce.
23. Recognizes individual person's needs and expectations.
24. Interacts with peers and colleagues and all other customers with the understanding that service is our reason for existence.
25. Displays a positive attitude. Responds positively to changes and demonstrates the ability to be flexible in their work environment.

26. Ability and willingness to work with co-workers, customers, supervisors, other Rose-Mary personnel, and management.
27. Complies with the requirements of checking e-mails on a regular basis.
28. Responsible for the proper use of the payroll system. Accountable for accuracy of employee time and data input.
29. Accountable for the accurate and timely submission of financial data to the Finance Department. Submits expense reports on a timely basis. Submits accurate records for billable services for billing purposes in Waiver.
30. Responsible for the processes to ensure the confidentiality, security and integrity of data and that the information is maintained and protected against loss, destruction, tampering and unauthorized destruction or use.
31. Responsible for recommending disciplinary actions to Program Manager and providing the discipline alongside the Program Manager.

Physical Requirements:

- Lifting up to 100 pounds.
- Transferring individuals from (with or without mechanical lifts) from bed to wheelchair, wheelchair to bed, in and out of shower/bath, and in and out of vehicles.
- Assisting with hygiene, including bathing/showering, shaving, tooth brushing, and assisting with incontinence care.
- Bending, twisting, standing, climbing, and kneeling
- Pushing wheelchairs

Unusual Working Conditions:

- Work will include evenings and weekends
- Routinely assumes 24-hour on-call responsibilities
- May be exposed to contagious diseases
- May be exposed to aggressive or otherwise challenging individuals
- Will be required to work with people in their homes in varying neighborhoods