

KREIDER SERVICES, INC.
Job Description

Job Title: Supervisor I
Department: Community Living
Reports to: Program Manager
FLSA Status: Exempt
Salary Range: J

Prepared By: Program Manager
Prepared Date: 11/25/02
Approved By: R. Heiderscheit
Approved Date: 12/31/02
Revised Date: 1/1/12

MISSION STATEMENT

Individuals with disabilities reaching their fullest potential.

PHILOSOPHIES THAT GOVERN THIS JOB

We are client focused.
We pursue the capabilities of each individual.
We teach appropriate choice and independence.
We provide an atmosphere free of discrimination, abuse, and neglect.
We treat individuals with dignity and respect.
We promote an atmosphere of learning.
We treat others as we would like to be treated.

GENERAL JOB DUTIES

Teach, train, and promote independence with developmentally disabled adults. Serve as a role model of appropriate socialization, interaction, and communication skills. Ensure a safe, clean, open environment for learning. Work as a role model for direct support professionals, hire, train, and discipline staff. Oversee the smooth operation of assigned group home(s). Enforce all agency policies.

ESSENTIAL JOB DUTIES

Assist clients in learning to be independent.
Promote self-advocacy and choice.
Promotes, monitors and facilitates healthy lifestyle choices.
Enhance communication abilities.
Assist clients with transportation needs.
Adhere to all agency policies and procedures.
Hire, train, coach and discipline staff as needed.
Work as a role model for staff, leading by example.
Ensures that prepared staff schedules meet the needs of their assigned group home.
Ensure compliance with all regulatory requirements.
Responsibility for all financial transactions and financial records for client and agency money.
Assist clients with daily living skills as needed.
Assist and monitor self medication program.
Serves as a member of the client centered team.
Completes paperwork to accomplish regulatory compliance and maximize client progress toward goals.
Attend all required meetings, committees, and staffings.

ADDITIONAL JOB DUTIES

Complete other duties as assigned.

QUALIFICATIONS

Ability to understand written and verbal communication at an 8th grade level (pass T.A.B.E. test). Must have a minimum of a High School diploma or equivalent. Must have at least one year experience working with developmentally disabled population. Prior supervisory experience necessary. Must have an Illinois driver's license and an acceptable driving record.

PHYSICAL DEMANDS

Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Must be able to climb, balance, stoop, kneel, crouch, reach, stand, walk, push, pull, lift, finger, grasp, communicate, and complete repetitive motions. This work is subject to inside and outside environmental conditions. Work is subject to noise that may cause them to have to shout. Worker may be exposed to body waste products. This work may require worker to do first aid duties which may cause exposure to body fluids.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.