

Residential Relief Supervisor (Full-time)

Job Description

GENERAL DESCRIPTION

Responsible for the operation of the residence and for providing appropriate, quality care to the residents as determined by the Community Support Team and in accordance with established guidelines developed by The William M. BeDell Achievement and Resource Center and the Illinois Department of Human Services Disabilities.

CORE COMPETENCIES

Growth

The Employee seeks ways to improve work skills. He/she shows initiative by addressing job problems as they occur.

Efficiency

The employee can be relied upon to complete job duties. He/she demonstrates capacity to make reasonable, sound decisions and exercises sound judgment. The employee maintains good attendance and punctuality to work and meetings.

Quality

The employee strives to complete job duties neatly and correctly. He/she strives to improve satisfaction and outcomes. Temperament allows for consistent and effective job performance.

Employee Partnership

The employee understands and follows lines of authority/chain of command. He/she acts as a cooperative team member. The employee accepts supervision and feedback. The employee maintains professionalism when representing the agency.

Department:

Administration
Early Intervention
School Program
Developmental Training
Family Support
✓Residential CILA
Recreation
Maintenance

Salary Schedule Level:

Administration I
Administration II
Administration III
Program I
Program II
Program III
✓Program IV
Clerical I
Clerical II
Building/Maintenance I
Building Maintenance II
Transportation I
Transportation II

Pay Type:

✓Salary
Hourly
Contractual

RESPONSIBILITIES

Agency Responsibilities:

- Attend all in-services and other scheduled meetings/activities as directed by the Program Director.
- Establish and maintain good relations with the community in which the residence is located.
- Compile reports, data and other information as directed and provide all necessary paperwork and time sheets to the office in a timely manner.
- Inform the Residential Supervisor of any changes, problems, or concerns relating to the residents or their response to care and treatment.
- Inform the Residential Supervisor of any problems relating to the maintenance of the home.
- Inform the Lead Supervisor of any serious problems in the home requiring immediate attention or assistance.
- Inform the Lead Supervisor of any change in plans or unusual situations.
- Comply with all agency and program policies and procedures.
- Responsible for working as scheduled or finding replacements as in accordance to the policies.
- Other duties as assigned.

Program Responsibilities

- To provide appropriate, quality care to each individual resident in the home in accordance with the Individual Service Plan and as agreed upon by the Community Support Team.
- To be aware and familiar with any and all new developments within the home by reading the Log Book, attending home meetings, and communicating with the Residential Supervisor.
- To assure that all medications are given as prescribed and all other medical procedures are carried out as directed within the home.
- To assure that residents are provided quality and nutritious meals.
- To assist residents in developing and pursuing appropriate leisure-time and recreational activities in accordance with their individual interests and abilities.
- To assist residents in developing and maintaining healthful grooming and hygiene practices.
- To assure that the home is maintained in a manner which is healthful, safe, orderly, pleasant, clean, and comfortable.
- To provide a warm, nurturing family environment in which each individual has every reasonable opportunity to grow and experience the world to the best of their ability.
- To lift and assist with transferring residents when appropriate.
- Other duties as assigned.

ESSENTIAL FUNCTIONS**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

Education (minimum requirements for education and experience)

High School or equivalent (GED)

EXPERIENCE

Technical – three months to one year

Supervision – 0 to 1 year

CONDITIONS OF EMPLOYMENT

Pass drug/alcohol screening

Police background check

Nurse Aide registry

Use of personal vehicle (may include transporting individuals served)

Valid driver's license

Proof of car insurance (current)

Training Required:

Must be able to successfully complete the Direct Service Person (DSP) training within 120 days of employment as required by the Illinois Department of Human Services.

Must be able to successfully complete the Medication Administration training, as well as pass the Test of Adult Basic Education (TABE) in reading at the 8th grade level, as required by the Illinois Department of Human Services.

Must have current certification in CPR and First Aid.

Must successfully complete all agency-required orientation training.

Age Category of Individuals Served

Adult 18 years and older

Interpersonal Skills – Requires effective oral and written communication skills with:

- Individuals served
- Families/guardians/caregivers
- Healthcare professionals

Analytic Abilities Required

Gather data

Contribute to the development of the Individual Program Plan (IPP, IEP, ISP)

Physical Effort Required

Independently lift object 30 pounds

Assist in moving, pushing, pulling up to 150 pounds

Assist in lifting and carrying an individual who weighs up to 150 pounds.

Climb steps, climb ramps, sit, stand, walk/move about, squat/bend/kneel

Push wheelchair individual up/down van ramp

Lift and transfer individual (wheelchairs, mat table, bed, bathtub, toilet)

Use computer terminal

Hearing in normal range

Near visual acuity (including depth perception, color, field of vision)

Manual dexterity
Motor coordination

Working Conditions

Work Location:
Inside

Exposure

Active carriers of Hepatitis B
Blood-borne pathogens
Bodily fluids
Verbally-aggressive individuals
Physically-aggressive individuals

I have read and understand this job description.

Signature

Date