



### Position Description

Title: Supervisor – Transitional Living Group Home (TLGH)		
FLSA Class: Non-Exempt	EEO Category: First/Mid-Level Officials and Managers	WC Class: 9110
Job Title #600568	Salary Grade:	Licensure:
Date Approved: 11/26/2016		
Revision Date:	Revision:	

#### Purpose of Position

To provide consistent direction and guidance to Youth Advisors (YA’s) in meeting the group home daily routines, resident treatment plan compliance and supervision of recreation activities on shift.

To develop a consistent YA shift team (including Nightwatch) in which the Transitional Living Group Home Supervisor will maintain influence as needed in the hiring, termination, and transfer of YA's and Nightwatch on their team.

#### Major Duties (\*Essential Element)

- Teach all new YA’s the attachment treatment model, YA job expectations and the group home daily routine.
- Provide daily training and feedback to YA team and individual YA’s on meeting job expectations, including orientating new staff to key policies and procedures.
- Ensure that all training requirements and hours of YA’s and Nightwatch are completed in appropriate time frames, each year.
- Work with Director of Cottage Life to maintain good YA performance on the team and document job performance concerns for YA’s.
- Develop and review with YA team each resident's safety plan and treatment plan goals as child moves into the group home, and periodically during stay.
- Lead discussion of resident progress during treatment plan reviews.
- Ensure all daily paperwork (house logs, daily reports, I.R's, MARS) is completed prior to end of each day or shift.
- Lead daily client group process meetings, when available.
- Ensure each child has proper medications, clothing, and personal items from the group home as needed for visits, therapy runs, transfers, and disenrollments.
- Provide direction to all staff that enters the group home for interaction or assisting with residents.

- Maintain the group home to JCAHO standards on a daily basis.
- Assist with driving residents to clinic visits, family therapy, weekend van runs and all other off campus activities, as needed.
- Teach, train and provide feedback to YA's in compliance with all SAMA techniques.
- Perform and properly document crisis intervention for residents when necessary
- Ensure the group home is always clean, structured, orderly, and maintenance concerns are addressed.
- Ensure all kids are groomed and dressed appropriately for the season.
- Actively tell YA's in your the group home where they should be and what they should be doing.
- Coordinate any breaks with other supervisors.
- Complete light-duty household maintenance projects. Ensure that the group home is clean, organized and that equipment in proper order.
- Assumes on-call responsibilities as assigned by Director of Residential Services.
- Review and sign completed FamCare incident reports on a daily basis.
- Ensure that the group homes are properly staff at all times, and ensure overtime is at a minimum
- Communicate weekly with parents, guardians, referral sources, and other interested parties.
- Complete all case management duties.
- Attend and lead Treatment Review Staffing to ensuring participation of agencies, parents, groups, and family therapists.

### Working Conditions

Working in a trauma informed office and home environment. Adequate lighting and temperature. May be exposed to noise and crisis-related behavior from clients.

### Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to hear, see, talk, and sit or stand at a personal computer for a reasonable length of time typing and reading. Using hands to feel or handle, climb or balance, stoop, kneel or crawl, taste or smell as well as lift 10-100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Budget Responsibility

For TLGH area

### Supervisory Responsibility

Youth advisors

### Qualifications

Strong customer service focus, excellent time management, oral and written communication skills. Proficient in Word and Excel. Requires analytical ability necessary to handle moderately complex administrative details such as preparing

nonrecurring reports. Independent judgment is required to plan, prioritize and organize a diversified workload with attention to detail. Proficient in Word and email applications. Must be able to work productively and respectfully with individuals and families from diverse cultural backgrounds. Qualified to provide clinical supervision. Class E Driver's License.

Required Education and Experience

Bachelor's degree in social services related field or equivalent combination of years of college education and direct care experience in a residential care setting.

Preferred Education and Experience

- Working in residential setting
- Working in a Trauma Informed environment
- Knowledge of trauma and its impacts on healthy development.
- Supervisory or leadership skills are a plus

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

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