



Position Description

Title: Cottage Life Supervisor		
FLSA Class: Exempt	EEO Category: First/Mid-Level Officials and Managers	WC Class: 9110
Job Title #: 1000011	Salary Grade:	
Date Approved: March 15, 2018	Purchasing Approval Level: I	
Revision Date: 6/8/2020	Job Class: Residential	
Revision: Intensive Behavior Program Required Education		

Purpose of Position

The Cottage Life Supervisor is responsible for the safe and therapeutic implementation of the model of care in their assigned cottage. This includes recruiting, hiring, training, and evaluating Youth Care Specialists.

This position reports to the Manager of Milieu Services.

Major Duties (*Essential Element)

- Ensures cottage fidelity to Great Circle's treatment model, standards and expectations to create a safe and therapeutic milieu
- Ensures resources/series are available for clients as outlined in the client's plan and ensures all milieu documentation is completed in a timely and professional manner
- Selection, supervision, evaluation and development of Youth Care Specialists (YCS) and transportation staff
- Responsible to ensure that all program expenses and Overtime are maintained consistently within budgetary expectations
- Maintain positive behavioral role modeling and customer service for staff, clients, and customers
- Engages in crisis intervention and programming activities with clients as needed and ensures staff follow all safety guidelines and meet documentation expectations
- Develops and coordinates all program schedules and transportation

- Facilitates communication and reporting between all team members, both internal and external
- Participates in clients staffings, team meetings, and department meetings as necessary
- Plans, schedules, and oversees the scheduling and implementation of all on-site and off-site client activities*
- Actively involved in utilizing experiential/Meramec Adventure Learning Ranch Program. Required to participate in the overnight week long SITW experience
- Coordinates with Maintenance to insure the appropriate maintenance of assigned cottage and vehicle
- Ensures cottage meets Joint Commission and licensing standards at all times
- Performs other duties as needed for the betterment of Great Circle

Working Conditions

Treatment milieu environment. Lighting and temperature adequate. Some exposure to noise.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to pass SCM training and utilize techniques as taught. Must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

Yes

Qualifications

- Strong customer service focus.
- Demonstrated leadership and strong organizational skills.
- Excellent time management.
- Excellent oral and written communication skills.
- Demonstrated ability in behavior management in relating to and communicating with children with a wide range of behavioral issues from moderate to severe

- Current, valid Class E driver's license and meet Great Circle requirement for driver's insurance
- Ability to read, write, speak, and understand English
- Intermediate skill level in Word, Excel, and email applications

Required Education and Experience

- Equivalent combination of years of college education and direct care experience within a behavioral population
- Bachelor's degree in Social Services or related field – Required for St. Louis Intensive Behavior Program
- Supervisory experience

Preferred Education and Experience

- Bachelor's degree in social services related field
- Served in the cottage or in a residential care setting

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

Employee printed name: _____

Employee signature: _____ Date: _____