

JOB DESCRIPTION

Working Title:

Residential Supervisor

Name:

Position No.: Reports to Position No., classification and level:

Rehabilitation 3 (Program Coordinator)

Division, Branch/Unit:

Present Classification:

Rehabilitation 2

Requested Classification: *(if encumbered only)*

Position Summary:

Briefly describe the main purpose of the position, and why it exists for the most part. [hyperlink writing guide]

The residential supervisor functions as a team member providing advocacy, quality care, fostering an environment for growth and development, providing opportunities for community access and meaningful activities and support in a Service setting for individuals with developmental disabilities who require care and supervision to sustain life and well-being. Primary responsibilities include: direct supervision of rehabilitation and individual support staff, oversight of Service Plans, Individual Service Plans or Care Plans, contact with internal and external services, frontline duties and maintenance of administrative and financial procedures. The incumbent will work collaboratively with other residential supervisors to promote unity and teamwork within the organization.

Primary Accountabilities/Responsibilities:

List the most important accountabilities/responsibilities of the position and how they are achieved. Normally a position has 4-8 core functions with approximately 3-6 activities involved in each. [hyperlink writing guide]

1. Supervision and coordination of permanent and wage staff in the worksite to provide efficient operations by:
 - a) Monitors staff performance standards/goals and coaches staff towards meeting goals. Monitors by providing ongoing feedback through observation, written records, performance conversations and the annual performance agreement.
 - b) Provides orientation and training for staff, volunteers and students
 - c) Ensures organization policies, procedures and CET and Licensing standards are followed
 - d) Assesses and assigns workload distribution and delegates responsibilities
 - e) Facilitates and models appropriate communication within the worksite. May participate in recruitment initiatives
 - f) Ensures adequate shift coverage; approves overtime and ensures proper use of entitlements
2. Responsible for the development, implementation and evaluation of Individual Service Plans, Individual Service Plans or Care plans to promote healthy and positive lifestyles by:
 - a) Oversees the completion of Service Plans, Individual Service Plans or Care Plans, monthly summaries, annual reports and monitors personal and health care procedures/practices in accordance with assessed individual needs, professional consultations and established organizational standards
 - b) Provides opportunities and environments that meet the individual needs to promote quality of life

- c) Acts as an advocate as well as an information source to each individuals' individual support network
 - d) Ensures program systems and medication systems are in accordance with established organizational standards
3. Responsible for the daily operations of the worksite in order to promote and maintain a healthy, safe and positive environment by:
 - a) Coordinates operations of the worksite by; monitoring facility, assessing individual and staff safety requirements and implementing preventative measures as required (i.e., OH&S standards, site management, inventory maintenance and supplies)
 - b) Responds to emergency situations by taking action as required
 - c) Oversees the development of community access opportunities by acting as a facilitator/advocate to promote further opportunities for inclusion and community partnerships
 - d) Shares in frontline workload to provide coverage/assistance and role modelling when necessary
 4. Oversees the financial procedures of the worksite by:
 - a) Develops and implements plans for cost efficiency measures, submitting operational reports as required
 - b) Monitors and verifies expenditures made
 - c) Submits budget needs of the worksite and maintains an accurate inventory of assets
 - d) Purchases, requests and orders supplies and equipment and follows approved processes
 5. Responsible for the administrative procedures of the worksite to maintain efficient operations by:
 - a) Participates in the development of agency goals and develops/evaluates specific worksite program goals/action plans on an annual basis
 - b) Conducts team meetings and participates in leadership meetings for the purpose of providing/receiving information and ensuring consistency of service delivery and improvement or other initiatives
 - c) Responsible for training employees on timesheet completion, reviews, verifies, tracks attendance and submits timesheets in an accurate and timely approach
 - d) Monitors and authorizes expenses for trust accounts
 - e) Arranges and participates in staff development and training
 - f) Participates in Agency, internal and external committees as required for the purpose of service monitoring and improvement
 6. May be assigned additional responsibilities to maintain community home operations. This does not include responsibilities of higher level positions/classifications

Knowledge/Experience/Competencies:

Include information on required education along with identifying the most important areas of knowledge, specific training and type of experience required for the position. [Insert Link to writing guide] Critical competencies (technical and behavioural) required to do the work should be included – please reference the APS Competency Model [hyperlink APS competency model]

Knowledge:

- Directly related two (2) year diploma or a degree related to the position and two (2) years of related experience
- First Aid/CPR

Experience:

- Completion of all mandatory and necessary training applicable to each worksite (First Aide, CPR, Medication Administration, Health Care, Back Care, WHMIS, Abuse Protocol, FOIP, etc., and all OLE training as requested) Training requirements may vary in some worksites
- In-service training in tube feeding, nebulizers, suctioning, insulin injections, and oxygen or determined delegated training. In-service training may vary in some worksites
- RSS Policies and Procedures/practices
- Knowledge of legislative Acts and regulations as per worksite (i.e., Child, Youth and Family Enhancement Act, Adult Guardianship and Trustee Act, Supportive Living Accommodation Licensing Act)
- Ability to adapt to changing work environments
- Ability to operate audio visual equipment/standard office equipment (i.e., computer, fax machine, scanner, etc.)
- Ability to utilize programs such as SharePoint, Outlook, Microsoft Office, etc.
- Ability to operate basic household appliances and fire extinguishers (i.e., fire/security systems, etc.)
- Ability to interpret non-verbal communication and body language of individuals
- Knowledge of various disabilities such as: cerebral palsy, seizure disorders, quadriplegia, aggressive behaviours, etc.
- Ability to use sound judgement when responding to individual needs including the capacity to respond appropriately to a crisis or emergent situation
- Flexibility to meet each individual's diverse needs
- Ability to be creative in enhancement/adaptation of the environment to promote awareness and stimulation of the individuals

Competencies:

- Demonstrated positive problem solving techniques, professional communication skills, effective time management skills, observation and assessment skills and the ability to demonstrate leadership
- Ability to direct staff, provide orientation/training and evaluate performance
- Ability to monitor, coordinate and audit the operations of the worksite. Capacity to monitor and implement effective financial operations of the worksite
- Ability to develop and implement actions plans for the worksite that reflect the philosophies and annual goals of the organization
- FOIP (Freedom of Information and Privacy)
- Code of Conduct and Ethics
- Professional behaviour to ensure proper representation of the GOA and the role
- Requires proficiency in written and verbal English skills

Primary Relationships/Contacts:

Identify primary internal and/or external clients, partners and stakeholders with whom your position communicates relevant to the primary purpose of the role. Indicate the frequency, purpose and nature of the contact [hyperlink writing guide]

Clients	Frequency	Nature/Purpose of Contact
Internal: RSS Staff	Daily	To provide assistance with daily living needs
RSS Management	Daily/weekly	To provide assistance with daily living needs, receive guidance and direction as required

External: DATS, Medical Professionals, Guardians, family friends, volunteers and community contacts	Weekly	To provide assistance with daily living needs
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Organization Chart:

A current organization chart that includes supervisor, peers and staff must be attached. Include whether the positions are permanent, wage, temporary or contract and indicate position numbers [hyperlink writing guide]

Changes Since Last Review: (if applicable)

Identify significant changes that have impacted the primary responsibilities and accountabilities assigned to the position since the last review, including organizational changes [hyperlink writing guide]

Signatures:

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned [hyperlink writing guide/delegated authority]

Incumbent

Name Signature Date

Manager

Name Signature Date

Division Director/ADM

Name Signature Date

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Human Services Human Resource office at 780-644-3798 or HS.JobEvaluation@gov.ab.ca.