

POSITION: Residential Supervisor

ORGANIZATION: Hopewell Center DIVISION: Residential Services

STATUS: Full-time FLSA STATUS: Non-Exempt

WORK SCHEDULE:

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation.

ESSENTIAL FUNCTIONS: (Duties may vary according to assignment of shift.)

Implements Individual Program Plans (IPPs);
Assists residents with and performs housekeeping duties;
Oversees the administration of various behavior programs;
Trains and assists residents to budget and count money;
Trains and assists residents with daily hygiene needs;
Supervises the administration of medication;
Maintains inventory of hygiene and household supplies and medications;
Assists residents with preparation of daily meals, trains resident in proper diet;
Monitors working condition of resident adaptive equipment;
Oversees exercise and leisure activities of residents;
Transports residents to various destinations;
Oversees emergency evacuation training for residence;
Maintains and up-dates log of resident activities;
Assures that house is properly secured upon leaving;
Attends meetings and prescribed training programs;
Performs related duties as assigned.

REQUIREMENTS:

Must possess a high school diploma or the equivalence;
Knowledge of proper methods to train developmentally disabled individuals;
Knowledge of Individual Program Plans (IPPs);
Ability to comprehend, interpret, and implement plans;
Knowledge of basic budgeting and financial skills;
Ability to maintain records of resident activities;
Ability to follow verbal and written instructions;
Ability to follow all personnel policies and rules of the organization;
Ability to communicate with co-workers and residents;
Ability to maintain confidentiality.

LICENSE/CERTIFICATION NEEDED:

Ability to satisfactorily complete all necessary in-service training, and ability to obtain CPR, basic first aid certification, and medication administration;
Possession of a valid Driver's License and a demonstrated safe driving record.