



Job Description

Job Title: Lead Supervisor

Immediate Supervisor: Program Director

As the leader of all supervisors and staff on the residential training team, you will be actively involved in the lives and direction of our residents and you will be responsible for ensuring that the ISS supervisors and staff perform their duties consistently, appropriately and with competence. You will be instrumental in providing a safe home-like environment while assisting the residents to be as independent as possible, and helping them make choices that are appropriate for their well-being and lives. You will also assist the Program Director in all duties deemed necessary and/or appropriate by the Program Director. In the event of the Program Director's absence, you may be required to assume some of the duties of the Program Director position. A strong sense of leadership, a nurturing approach, the development of the residents and the proven ability to lead ISS supervisors and staff are the primary responsibilities of this position.

1. Job duties (failure to adequately or consistently perform any or all of the duties below may result in disciplinary action, up to and including termination.

Duty	General Description
Activities of Daily Living (ADL's)	Assist residents as needed in all A.D.L.'s, including bathing, toileting, dressing, oral hygiene, and other personal care tasks. Encourage each resident's independence and provide for follow up as needed. Encourage and support residents in group or individual recreational and social activities.
Advocacy	Act as an advocate for residents, including in matters of health, personal choice and community involvement. Act as an advocate for staff and ISS supervisors in employee disputes. Act as an advocate for the agency in all matters, including employee issues, resident health and agency reputation.
Certifications	Maintain current certifications in: CPR/First Aid, Food Handlers, HIV/AIDS training, OSHA/Bloodborne Pathogens and DSHS background checks.
Community Activities	Encourage and supervise residents in group and/or individual recreational community activities.
Emergency Procedures	Know and understand all emergency procedures and policies. Ensure all safety practices and emergency plans are followed.
Food handling	Food preparation in accordance with residents' dietary needs. Ensure proper storage of all food. Maintain and update inventory of all food items.

Full Time	The Lead Supervisor position is a full-time, (at least 30 hour per week) on-site position.
Housekeeping	Laundry, dishwashing, sweeping, vacuuming, cleaning common areas, restrooms and resident rooms on a regular and/or as needed basis, or as directed by supervisor or management.
Incident Reporting	Ensure that all incidents are properly reported, within required timeframes, and are reported to the proper individuals/agencies.
Medications	Monitor and ensure compliance with all physician orders in regard to medications, including prescribed medications, topical treatments, dietary orders or supplements and all PRN (as needed) medications. Ensure that only licensed, delegated staff administer medications to residents. Maintain inventory of all medications, order medications as needed. Document, maintain and update medication sheets with physician orders.
Mentoring	Responsible for evaluating the performance of ISS supervisors. Responsible for providing training, mentoring and guidance to ISS supervisors. Responsible as a role model for ISS supervisors and staff in regard to all ISS and ISSS duties and responsibilities.
Other	Perform all other reasonable tasks as assigned.
Resident Appointments	Arrange resident medical and other appointments as necessary and/or as directed and coordinate, attend and follow up on appointments.
Resident Care Plans	Monitor and update resident care plans and ensure that all staff are following resident care plans (including behavior support plans).
Resident Health	Observe and report all changes in residents' mental, physical and/or emotional status to the shift supervisor, consulting nurse and/or management. Assist or facilitate repositioning of residents as directed or as scheduled in resident care plans.
Resident Power and Choice	Encourage all residents to participate in making appropriate power and choice decisions.
Resident Program Plans	Consistently maintain knowledge of all resident program plans and implement their intent.
Resident Records	Maintain all resident records and complete daily documentation.

Resident Transport	Must be willing and able to drive agency vehicles to transport residents to appointments, community activities, etc. Must have a clean driving record and current insurance.
Role Modeling	Establish and maintain an effective work climate for staff and residents by providing consistent and appropriate role modeling, providing training and direction to staff and understanding effective communication and its essential role in growth and progress.
Safety	Assure all safety measures and program emergency plans are followed. Give assistance to others as needed and as appropriate.
Staff Trainings and Meetings	Attend in-service trainings and staff meetings as required.
Staffing Schedules	As needed or as requested by the Program Director, prepare and maintain staffing schedules.
Supervision	Responsible for ensuring all ISS supervisors are adequately and consistently performing their duties. Responsible for reporting any and all residents' mental, physical and/or emotional health status. Responsible for reporting staffing issues, concerns and/or problems. Responsible for reporting violation of agency policies to Management.

2. Required skills or knowledge: You must have proven excellence in caregiving skills, be self-motivated, have good common sense and at least three (3) years of caregiving experience, with at least two (2) years of supervisory experience.
3. Required education: High School Diploma or G.E.D. State Certification
4. Required licenses, permits and/or certifications (see Policy Manual for applicable timeframes for obtaining required licenses, permits and/or certifications:
 - a. Must pass a Washington State Criminal History Background Check and an FBI Criminal History Background check.
 - b. CPR
 - c. First Aid
 - d. Food Handlers Permit
 - e. Bloodborne Pathogens
 - f. DD Specialty Training
 - g. Mental Health Specialty Training
 - h. Safety Training
 - i. CNA, NAR or Home Care Aid certification is required for this position (unless exempt – see Policy Manual)
 - j. Valid driver's license, clean driving history and proof of insurance

Signature: _____ **Date:** _____