

## COMMUNITY RESIDENTIAL SUPERVISOR

### KIND OF WORK

Supervisory Community Human Services work.

### NATURE AND PURPOSE

Under general supervision, supervises paraprofessional staff employed in a state operated, community based home for persons with developmental disabilities. Positions in this class will develop, implement, and evaluate a residential services program. Performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Plan, organize, assign, and direct the work of subordinate staff to ensure that work deadlines, quality assurance standards, and applicable regulations are met. This is accomplished by establishing work assignments, goals, and deadlines; coordinating work among the staff; scheduling staff; and determining performance standards.

Recommend hiring, promotions, rewards, discipline, separation and grievance dispositions to ensure that qualified employees are hired, retained, and treated equitably. This is accomplished by interviewing job candidates, evaluating performance against established standards of performance, and through application of law and appropriate collective bargaining agreements.

Train subordinate staff in program implementation, safety procedures, home operation functions, and implementation of applicable rules and regulations to ensure that clients' needs are met within a safe environment. This is accomplished by developing instructional materials, demonstrating new techniques and procedures, and assessing employees' proficiency in the new subject matter.

Administer the fiscal resources of the home and clients to ensure that expenditures are made in a prudent manner and are in compliance with state and federal regulations. This is accomplished by assisting in the development and monitoring the home's budget; assisting clients with expenditures of personal funds; determining the need for and purchasing supplies and home items such as food, paper products, linens, and cleaning products; and documenting expenditures.

Develop, implement and evaluate a residential services program so that clients' needs are met and clients are effectively integrated into the community. This is accomplished by assessing client's functioning levels and needs, establishing client goals and objectives, developing program plans and community opportunities, and evaluating clients' progress towards identified goals.

Provide QMRP (Qualified Mental Retardation Professional) services to clients in the home to ensure that the residential program is in compliance with state and federal regulations. This is accomplished by coordinating services in accordance with the provider implementation plan; completing service reviews; developing program implementation guidelines; training staff on implementation guidelines; and evaluating the effectiveness of program plans through review of data, observation and consultation with staff, clients and/or family, and professional consultants.

Implement policies and procedures to ensure compliance with licensure and certification standards governing the residence. This is accomplished by periodically reviewing the home's policies and practices, implementing corrective actions, and training staff when deficiencies occur.

Administer contracts for professional consultative services so that clients receive necessary professional services. This is accomplished by determining clients' needs for services through the interdisciplinary team process, identifying appropriate providers of services, writing service contracts, monitoring contracts, coordinating professional services with other providers, and taking corrective action, including recommending the termination of contracts as necessary.

Ensure a safe, healthy, and attractive home environment for clients. This is accomplished by scheduling repairs and preventive home and vehicle maintenance, assigning cleaning tasks to staff and clients, and allowing staff and clients to decorate their home in a manner that is reflective of clients' preferences.

Develop positive relationships with the local community. This is accomplished by identifying and resolving problems related to clients' services and community integration, participating in neighborhood activities as appropriate, and educating interested members of the community about the home.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Supervisory principles and practices sufficient to select, motivate, direct, and evaluate subordinate staff.

Training principles sufficient to ensure that subordinate employees learn and understand all aspects of their jobs.

Instructional techniques and methodologies used to deliver habilitation and training to persons with developmental disabilities sufficient to supervise the development and delivery of program services to clients.

Community services development for persons with developmental disabilities sufficient to develop, implement, and evaluate residential services programs.

State and federal rules and regulations governing the provision of services for persons with developmental disabilities sufficient to ensure the continued licensing of the home.

Program evaluation and quality assurance measures sufficient to assess the services provided to clients.

Health and safety standards sufficient to ensure compliance with all applicable rules.

Budget development and reimbursement rules sufficient to project and pay expenditures for the home and the clients.

Ability to:

Supervise and motivate subordinate staff.

Communicate orally sufficient to train, direct, and motivate subordinate staff, train and provide support to clients, and to establish and maintain effective working relationships with other professionals, county personnel, and the community.

Communicate in writing sufficient to clearly and concisely complete management reports and document client activities.

Est.: 9/90  
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T.C.:  
Former Title(s):