



**Job Title:** Supervisor                      **Revision Date:** November 2019  
**Reports Directly to:** Program Manager                      **Status:** Non-Exempt

**Job Expectations/Responsibilities:**

1. Thoroughly understands, embraces, and leads DSPs in The Rose Mary Way.
2. Presents a positive attitude to all that they encounter.
3. Understands, and follows all Rose-Mary policies and procedures; seeking guidance when unsure.
4. Work Hours - Scheduled to work weekdays and every other weekend. Initially not scheduled in ratio but can move into ratio at their house, or any house with a vacancy in the agency, if needed when they are scheduled to work. May voluntarily fill vacant shifts that are not part of regular schedule. The Manager has final approval on all changes to the supervisor and house schedule.
5. Routine household supplies:
  - a. Maintains a detailed grocery list and monitors inventory for the shopper.
  - b. Requests household supplies, such as craft supplies, games, toiletries, personal care items, kitchenware, textiles, etc. when they are needed.
  - c. Assists with spending individual account spend-downs – monitored by the Manager.
6. Transportation:
  - a. Transportation Logs – monitors these and assists in securing signatures and missing information. Trains staff when necessary.
  - b. Ensures vehicles are used in accordance with agency policy, operated safely, used only for agency business, and clean.
7. Menus - Ensuring through observation and working during meal times that the menus are followed . Checking for appropriate substitutions, dietary needs, etc.
8. Community Outings –
  - a. Complete monthly activity calendar and present to Manager.
  - b. Ensure in-home and community activities are occurring, documented, individuals have the funds to afford to go to the event, and staff have cash and/or tickets available as necessary.
9. Scheduling/Shift Logs :
  - a. Oversee the house schedule to ensure vacancies and vacation time is covered. Help cover call-offs that occur while at the worksite.
  - b. Create Daily Shift Logs to ensure they match the schedule.
10. Medical - Attending and executing Doctor Appointments.
11. Documentation - Auditing Monthly documentation; Therap, MARS etc..
12. Fire/Safety Drills - Run Fire Drills and leave out/train other shifts to complete fire drills.
13. Training:

- a. While working, provides professional and constructive criticism to employees. Role models appropriate conduct and job performance at all times.
  - b. Provide Worksite training.
  - c. Provide continuing training and education to all DSPs.
  - d. Assists – while in the house working – DSPs in signing up, not double scheduling themselves, and reminds them about upcoming required training they need to complete.
  - e. Attends the Staff Meetings for assigned group homes and presents training based on your experiences and observations.
14. Petty Cash - Manage petty cash and submit to Manager with the correct receipts.
15. Home Maintenance and care:
- a. Ensure maintenance requests are submitted.
  - b. Ensure the house is clean, safe, and decorated.
16. Ensure mail is getting to the main office (giving to Manager to bring in)
17. Set up and ensure systems in the house are accurate and in agreement with company policies (Communication book, Snapshots, ISP's)
18. IT:
- a. Ordering toner for any printer/copier.
  - b. Communicate IT issues through ITSupport e-mail.
  - c. Ensure computers and other technology in the home is maintained, charged, and placed in the proper place.
  - d. Assist staff in clocking in/out and training when necessary
19. Provides input to the managers on 90 Day DSP Evaluations
20. Communication:
- a. Communicates openly and honestly with Program Manager and/or Director on issues, concerns, and questions.
  - b. Communicates to peers and other Managers, Directors, Qs, Nurses, Maintenance, and office staff on any issues.
  - c. Takes time each shift to read and respond (only when appropriate) to agency emails.
  - d. Provides staff with pertinent information that they need to know.
  - e. Communicates professionally with all customers – DSPs, peers, family, day program and school personnel.
21. Med Pass:
- a. Ensuring med errors are reported.
  - b. Ensuring a med passer is scheduled each med pass (shift log).
  - c. Making sure that staff start the med error follow up form as soon as an error occurs
  - d. Conducts Med QA's.
  - e. Conducts Med Turnover in Waiver.
  - f. In Waiver back up Program Manager to check off staff for medication pass.
  - g. Ensure that meds are changed resulting from appointments in Waiver.
22. Reports UIs when working.
23. Completes duties of a DSP when in –ratio.