

## **PASSAGES, INC.**

### **JOB DESCRIPTION**

**Status:** Exempt **Reports To:** Sr. Director of Community Supports

**Position:** Supported Living Supervisor **Supervises:** Team Leads, Direct Support Professionals

#### **Job Qualifications:**

Associate's Degree or course work completed in related field  
QDDP, preferred (not required)  
2-3 years experience with ID/DD individuals  
1-3 years supervisory experience  
Valid driver's license

#### **Essential Job Functions:**

1. Assists with the hiring and training process of the Team Leads and DSPs. As well as providing support, accountability, and performance reviews for Team Leads and DSPs.
2. Develops and distributes staff scheduling.
3. Works with Supported Living Plan Coordinator to assure coordination of:
  - a. Annual and quarterly client reviews and meetings.
  - b. Attend client meetings as needed.
  - c. Assure client program documentation is completed by staff.
  - d. Develops Team Leads and DSPs to assume responsibility for client appointments, shopping, home drills, home medication management, etc.
  - e. Assures good communication with team members, family members, case managers, medical/psychiatric providers, etc.
  - f. Helps coordinate client medications and pharmacy communications/troubleshooting.
4. Completes State Incident Reports.
5. Participates in on-call rotation.
6. Assists to coordinate client moves, in-home safety and maintenance.

#### **Physical Requirements:**

Good work attendance  
Ability to move freely into and around client homes  
Able to climb stairs  
Ability to lift 50 pounds

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Able to drive and transport clients frequently

**Skills/Knowledge**

Team player  
Demonstrates initiative  
Computer skills  
Organizational skills  
Responsible  
Work independently  
Functions well under stress  
Multitasking  
Adaptable  
Good written and verbal communication  
Presents self in professional manner  
Exhibits leadership skills

**Job Location**

60-70% in agency  
40-30% in client homes, outside meetings, appointments