

## **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. Provides supervision of Team Leads and DSPs and assures compliance with performance expectations:
  - a. Assists with selection and hiring of Team Leads and DSPs.
  - b. Provides/coordinates training for Team Leads and DSPs.
  - c. Coaches and provides accountability for Team Leads and DSPs.
  - d. Conducts 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.
7. Attend staff and department in-service meetings.
8. Meet all State (BQIS), Medicaid Waiver, and CARF standards.
9. Meet all aspects of the agency/department policies and procedures.
10. Provide oversight and care of nursing/health needs of persons served.
11. Completes MITC (timekeeping) documentation.

**Physical Requirements:**

- Good physical health
- Good work attendance
- Ability to move freely into and around client homes
- Able to climb stairs
- Ability to lift 50 pounds
- Able to drive and transport clients frequently

**Skills/Knowledge**

- Team player
- Demonstrates initiative
- Computer skills
- Utilizes best practices
- Organizational skills
- Good judgment
- Work independently
- Can handle stress well
- Can handle ambiguity and multitask
- Tolerates change well - flexible
- 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

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Employee \_\_\_\_\_ Date \_\_\_\_\_

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_