



<b>Job Title:</b> Residential Supervisor	<b>Unit:</b> Intellectual/Developmental Disabilities
<b>Status:</b> Full-Time	<b>Location of Position:</b> Barrow and Walton Counties

<b>Posting Date:</b> December 22, 2020	<b>Application Deadline Date:</b> Until Filled	<b>Job Code:</b> SSS013
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**Residential Supervisor**  
**Monday-Friday (with flexibility to work nights, weekends and holidays as needed)**

**Summary:**

Supervises a broad range of social services provided to patients/clients/consumers and their families. Conducts patient/client/consumer intakes, participates in treatment team planning, and performs crisis intervention. Assists in dealing with personal and social problems. May provide supportive counseling to consumers and families and/or serve as a liaison for social services. May perform case management duties. Supervises and plans work of assigned staff.

**Key Duties and Responsibilities:**

- Provide work assignments, direction, and assistance to staff by clearly communicating plans and client needs
- Provide direction and coaching to staff in managing difficult or unusual situations or with providing discipline and instruction to participants.
- Regularly attend supervision and case management meetings and assist with strategies of treatment
- Assists with developing and maintaining individual service/treatment plans for each assigned consumer/student
- Monitor the implementation of service plans and ensures the methods are appropriate for achieving the established goals of the service plan
- Observes utilized techniques and interactions to ensure appropriate behavior support measures and methods are being used according to the service plan
- Review activity schedules for all clients to minimize scheduling conflicts
- Assess each participant’s work and leisure preferences and specific needs; Communicate and collaborate with community partners in order to build linkages and networks to provide holistic treatment, activities, and opportunities to each client
- Care for individuals and families during periods of incapacitation, family disruption or convalescence, providing companionship, personal care, and help in adjusting to new lifestyles
- Counsel and advise clients on behavioral problems, daily decision-making, and the resolution of minor problems
- Make arrangements for necessary medical care and ensure that these services are provided effectively and in the best interest of the client
- Transport, or make arrangements to transport clients, to scheduled appointments or to community support services in a timely manner
- Report any problems or incidents with the issued vehicle to supervisor as soon as it occurs
- Observe and monitor client behavior; participate in case reviews and consultation with the treatment team to evaluate the client's needs and plan for continuing services
- Perform housekeeping duties such as cleaning, laundry, and running errands
- Plan, organize and conduct in-service trainings for staff
- Plan, shop for, and prepare meals including any special diets; and for skills-building opportunities, assist families with planning and preparing nutritious meals and grocery shopping
- Prepare and/or maintain records of client’s progress, services provided; report any changes in the client’s condition to direct supervisor
- Provide transportation for clients/residents to appointments and activities
- Attend all meetings, seminars, trainings, and any agency required continuing education programs and staff meetings

**Minimum Qualifications:**

Bachelor's degree in a related field AND Two years of experience providing social or direct care services to groups of special needs individuals in a human services setting; OR One year experience at the lower level or position equivalent

**Preferred Qualifications:**

Bachelor's degree in related field plus 5 Years' experience working in a developmental disabilities management role.

**Certificates, Licenses, Registrations:**

Valid driver's license required.

**Experience:**

- Experience with mental/behavioral health, and/or developmentally disabled clients
- Experience providing in-clinic, outpatient or residential services
- Experience with DBHDD regulations a plus
- Must have exceptional written and oral skills.
- Must be proficient using a computer and experience with programs such as Word and Excel
- Must have exceptional organizational skills, the ability to prioritize and follow up

**TO APPLY**

Applications must be received by the deadline date to be considered. Apply for the available position by submitting your resume to [recruiter@advantagebhs.org](mailto:recruiter@advantagebhs.org). Once your resume is considered, you will be asked to complete the State Application.

*Applicants are subject to criminal records, drug screening, employment, and/or background checks.*

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