



Job Title: Site Supervisor		Unit: IDD Day Services	
Status: Full Time		Location of Position: IDD Clarke, Greene and Oglethorpe	
Posting Date: December 2, 2020	Application Deadline Date: Until Filled	Job Code: SSM010	

Site Supervisor

Shift hours: Monday – Friday, 8:30 AM – 5:00 PM

Position summary:

- Manages the overall operations of a day and employment services program for adults with intellectual and developmental disabilities.
- Provides programmatic coordination and monitoring for individuals in accordance with Individual Service Plans.
- Maintains outreach to ensure that all programs have strong community connections through volunteering, local events, and participation in community organizations.
- Develops a schedule of interesting and educational activities that enhance the experience of the individuals supported
- Recruits, interviews, hires, trains, and retains qualified direct support staff.
- Administers performance evaluations to employees. Address concerns with employees and implement progressive disciplinary action when necessary.
- Monitors condition of facility and related follow-up with maintenance to ensure building is maintained per agency guidelines and in compliance with IDD rules and regulations.
- Reviews and approves attendance/scheduling/billing information, working closely with billing manager to ensure that billable units are tracked and are not over/under utilized.
- Ensures timely completion and submission of monthly/quarterly/annual paperwork and reports
- Other duties as assigned.
- Reports directly to the IDD Day Program Manager.

Provides oversight and supervision of day and employment services for adults with intellectual and developmental disabilities

- Under the direction of the IDD Day program manager, ensures program compliance with all federal, state and local licensing and operating standards.
- Follows, exemplifies and promotes Advantage and IDD department mission and values.
- Maintains current knowledge of all standards relative to governing and licensing bodies (including Advantage, DBHDD, CARF, HFR, Del Marva)
- Participates in the development of and implementation of policies & procedures for assigned programs that meet these standards
- Ensures the integrity and best practices of services are delivered consistently
- Supervises direct support staff and business/office manager

Monitors and implements program budget through a combination of direct oversight and planning for staffing and restructuring as directed

- Participates in the development of strategic plans to accomplish goals, increase revenue and promote program growth.
- Monitors expenditures monthly/quarterly/annually and accurately prepares budgetary proposals under the supervision of the IDD day program Manager.

- Monitors billing reports and promptly identifies and responds appropriately to correct or minimize cost overruns.
- Periodically evaluates program equipment, materials and furniture to determine replacement costs for inclusion in budgetary figures
- Participates in the development of grant requests (United Way, Unified Transportation, VR, etc.) to enhance program revenue

Provides oversight to the provision and quality of person-centered services

- Using the principles of person-centered planning, develops and Implements curriculum used in day program services to assist individuals to discover valued roles in their home communities and to develop healthy and sustaining relationships.
- Provides input into individual support plans for persons served, advocating for individuals served and collaborating with support coordination agencies as appropriate
- Ensures that all ISP's meet required standards
 - Ensuring follow-through
 - Ensuring constant exploration of new ideas/best practices
- Coordinates with the billing manager to schedule services meeting the frequency and amount specified in everyone's ISP
- Reviews the existing physical space for necessity, aesthetics and safety
- Keeps abreast of the most recent trends and best practices in the field of intellectual developmental disabilities.
- Ensures the health and safety of individuals in service and the provision of high-quality services. Confers with IDD RN Manager.
- Identifies training needs and ensures that necessary job-related instruction is provided to employees.
 - Ensures employees are properly trained to meet their performance requirements. Monitors on-line/live training schedules for employees and ensures employees meet deadlines
 - Identifies training programs needed in the unit to meet objectives
 - Follows-up with employees after attending training courses and reinforces/supports the skills learned during training
- Provides oversight for unit transportation services/vehicle fleet

Supervises employees

- Works with the ABHS Human Resource Department to recruit and hire direct support & business office staff
- Reviews job description with individual staff upon hiring and administers annual formal performance reviews
- Maintains a specific schedule of individual staff supervision and coaching throughout the year
- Provides initial orientation to the day program for all new employees
- Coordinates day services staff schedules/hours of work while meeting all DOL/Advantage standards
- Utilizes the ABHS progressive discipline approach to problem solving

Develops and maintains a network of community contacts.

- Maintains relationships with community partners such as United Way, local human resources councils, local transition councils, special education entities, etc. by attending community meetings and actively participating in selected groups
- Ensures that direct care staff are making local contacts and building strong healthy relationships with community resources such as but not limited to councils, rec departs, adult literacy, UGA, Athens Tech, etc. Continue to expand the access of community resources that typical citizens use
- Develops/provides marketing tools and materials
- Prepares/provides statistical reports to document community access quality & quantity
- Provides documentation of success/results

Coordinates/works with Support Coordination to develop and implement Individual Service Plans

- . (may serve as the DDP [developmental disabilities professional] for assigned caseload)
 - Conducts intake/referral interviews with persons served, meeting with individuals and family members/advocates and submits referral reports to the IDD Management Team
 - Completes or ensures the completion of all HRST screenings for individuals served and ensures that subsequent Healthcare plans/safety plans are followed and documented
 - Coordinates scheduling of ISP meetings with designated support coordinator and designated DDP if appropriate
 - Attends all ISP meetings
 - Ensures programmatic quality
 - Ensures that goals identified justify funding
 - Works with the support coordinators to ensure that goals are specific, measurable and individualized
 - Ensures that progress notes meet standards and that frequencies are met
 - Monitors IDD Connects system and tracks ISP development
 - Coordinates or works with DDP to develop semi-annual /annual ISP reviews
 - Coordinates with support coordination for all ISP addenda and follows through to see that addenda are in place

Maintains Records for Individuals Served

- Ensures that all individual records are complete and organized according to ABHS, state and federal guidelines
- Ensures that all electronic records are maintained/uploaded according to standards/HPPA
- Ensures that all paper records are maintained/organized/ stored and archived according to standards and HPPA regulations
- Provides oversight to the completion daily documentation such as daily progress notes, bowel logs, seizure logs, skin integrity logs, etc. and provides second signature as required

Minimum Qualifications: Master's degree in a related area from an accredited college or university AND One year of supervisory experience in a human service delivery program OR Bachelor's degree in a related area from an accredited college or university AND Two years of supervisory experience in a human service delivery program OR Related certification AND One year of supervisory experience in a human service delivery program OR Two years of experience at the lower level Social Svcs Prgm Mgr Spv (SSP023) or position equivalent.

Preferred Qualifications: IDD Supervisory experience.

Certificates, Licenses, Registrations: Valid driver's license required

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. Once your resume is considered, you will be asked to complete the State Application.

State application can be found at <http://www.advantagebhs.org/employee-forms.cms>.

Advantage Behavioral Health Systems
Human Resource Recruiter
250 Bray Street, Athens, Georgia 30680

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

Advantage is an equal opportunity employer. It is the policy of Advantage that equal opportunity is afforded to all qualified persons without regard to race, color, religion, age, sex, national origin, disability, political affiliation, or gender/sexual orientation/gender identity.