



DIRECT CARE SUPERVISOR
GRADE H

SCOPE OF WORK:

Work involves supervising a shift providing the overall care and welfare of individuals in special populations such as children, elderly, those with mental illness or developmental disabilities, and/or others needing special care or services.

DUTIES PERFORMED:

- Schedule, train, and supervise direct care and training staff; participate in the employee selection process and performance evaluations.
- Identify, plan, and provide activities and programming to meet individual's needs; encourage participation in activities, groups, and programs.
- Provide training and personal care to individuals in special population groups with very complex program emphasis such as: crisis intervention, sex offenders, severe behavioral problems marked by aggression or high risk behavior, multiple disabilities, or are physically, mentally, or medically fragile.
- Coordinate living operations to meet individual's needs.
- Manage supply inventory and distribution to meet individual's needs.
- Coordinate unit team planning.
- May coordinate medication delivery to individuals.
- May serve as an advocate for individuals receiving services.
- May implement individual support plans.
- May serve in the absence of unit program coordinator.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and three years of work experience providing direct care to special populations. Agency may designate education, training, or medical certification to substitute for one year of the work experience requirement.

Eff. Date: 7/12