

Supported Living Director

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| Classification: Non-Exempt | Class: Regular Full Time |
| Department: Supported Living | Supervisor: COO |

Summary:

The role of the Supported Living Program Director is to ensure seamless team management and maintain program excellence through development, program delivery, quality control and evaluation. The SL Program Director also implements guidelines and procedures with the purpose of ensuring compliance and all regulations as well as maintaining alignment of the organizations mission statement.

Essential Functions:

- Ensure that the responsibilities assigned to the agency and/or program in the Individual's Service Plan are fulfilled.
- Complete all required forms, reports, and documentation and review at minimum monthly to ensure the documentation is completed per ISP expectations.
- Ensure all necessary documentation is at the site at all times.
- Advocate for the Individual's rights throughout the community.
- Attend continuing education sessions necessary to maintain required certifications.
- Ensure all SL employees maintain required certifications.
- Communicate effectively and professionally with supervisor, family members, individuals and outside agencies.
- Serve as a representative of the SL program to external community and attend community events to build and maintain positive relationships.
- Monitor effectiveness of the program, making adjustments as needed.
- Knowledge and understanding of the current local, state and federal rules, regulations and expectations and ensuring that these are all met.
- Gather and review all billing and timesheet documentation to ensure that it is completed thoroughly and correctly and submitted timely to designated representative.
- Ensure all medications and supplies are ordered as needed.
- Organize and facilitate program staff meetings/communications.
- Arrange shift coverage (as needed) and if no coverage is found, it will be the responsibility of the SL Director to cover the shift.
- Interview and recruit staff for vacancies and ensure all new hire paperwork and training is completed as required.
- Attend Individual ISP meetings.
- Ensure safeguards and track individual funds to prevent misappropriation.
- Respond to emails within 24 hours and voicemails should be returned promptly.

- Ensure that incident reports and all supporting data are submitted for review by next business day for all UIs and immediately for MUIs. SL Director will ensure that all UI/MUIs are sent to service coordinators, guardians and all other members of the team as noted in the ISP.
- Complete and submit disciplines to COO for approval prior to administering.
- Complete Residential Coordinator evaluations and as needed, complete direct support professional evaluations. All evaluations will be completed no more than 30 days after the due date. All merit increases must be approved prior to verbal or written delivery.
- Ensure the safety of the individuals and the staff at all times and report any known safety concerns to the COO immediately.
- Report any allegations of sexual harassment to the COO immediately.
- Train new Residential Coordinators and as needed, train Direct Support Professional on ISPs and other trainings as assigned.
- Ensure Residential Coordinators and all Direct Support Professionals are trained on Individual Specific Medication Administration annually and when new medication orders necessitate as applicable.
- Ensure tracking of medication is completed for all controlled medications for 24/7 or if listed in the individuals ISP.
- Responsible for the ongoing marketing of the SL program.
- Provide regular updates/feedback for the company newsletter, website/social media to the designated representative in a timely manner.
- Maintain and track consents/photo releases for all individuals.
- Work with COO & CFO on the development of the program budget. Ensure the budget is maintained.
- Report any staff injuries that require medical attention to the COO immediately and complete required documentation for all injuries within 24 hours of the incident.
- If the COO is unavailable, you are required to contact the CEO.
- Perform other duties as assigned.

Driving Requirements:

- Must have valid driver's license and good driving record.
- Must be able to operate all agency vehicles.
- Must complete the Driver's Medication List form indicating all medications currently taken and update this list whenever it changes. Some drugs, prescriptions, and/or over-the-counter medications can affect a person's ability to drive.
- For any prescription medications which carry a warning label for drowsiness, or caution while driving or operating machinery, a doctor's authorization to operate a vehicle is required.

ADDITIONAL INFORMATION

Supervisory Responsibilities:

SL Director is responsible for supervising the Residential Coordinators and in the absence of a Residential Coordinator, the SL Director will provide supervision to the direct support professionals.

Education and/or Experience:

- Must have high school diploma or GED.
- Two years in the field of DD and/or a degree in Social Work or related field preferred.
- Supervisory experience is preferred.
- Once obtained, CPR, First Aid and Bloodborne Pathogen certifications, and UI/MUI trainings must be maintained.

Other Skills and Abilities:

- Must be courteous and professional in appearance and manner.
- Must be familiar with computers, word-processing software, fax machines, and copiers.
- Must be able to convey the scope of services available through the program and agency.
- Excellent verbal and written communication skills with exceptional attention to detail, is required.
- Must also have good time management skills with strong problem solving capabilities.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CEO Signature: _____ Date: _____