

Residential Supervisor

Job Qualifications, General Requirement & Summary

Job Qualification: the qualified candidate shall have

- High School Graduate or equivalent.
- Must be at least 21 years of age.
- Previous experience caring for individuals with intellectual and/or physical disabilities preferred.
- Certified Nursing Assistant (CNA) or Medical Assistant experience, education preferred.
- Must be able to demonstrate competence in certain areas of training, i.e., CPR, CPI, First Aid, Behavior Management; Driving.
- Ability to recognize inappropriate or manipulative behavior in difficult or challenging situations.
- Ability to calmly and repetitively model appropriate behavior in difficult or challenging situations.
- Ability to react to situations, i.e., rescue, preventing an Individual from hurting themselves.
- Must have a valid Indiana Driver's license, Registration, Insurance, and a vehicle that passes company inspection and deem safe to transport individual severed by Beloved Shepherd, LLC

Duties and Job Requirement:

- Demonstrate activities such as bathing, grooming, and dressing to train Individual in daily self-care practices.
- Converse with Individuals to reinforce positive behaviors and to promote social interaction.
- Prepare and Serve meals to Individuals and act as a role model.
- Accompany Individuals on shopping trips and instruct and counsel Individuals in purchase of personal items.
- Aid staff in administering therapeutic and leisure activities, such as physical exercises, occupational arts and crafts, recreational games, Adult day care facilities
- Work with Individuals on achieving formal and informal goals such as use of public transportation, telephone use, money management, social interaction, etc.
- Develop and/or follow recommended teaching techniques, behavior management programs, etc.
- Assist individuals with increasing their productivity and independent living functions.
- Train and monitor Individuals in the implementation and integration of independent skills such as bed making, laundry, etc.
- Supervise, assist Individuals in punctual attendance of scheduled daily programs, i.e., Daycare program, church, therapy, group.
- Restrain disruptive Individuals to prevent injury to themselves and others, using prescribed methods.

- Observe and document Individuals behavior, such as speech, feeding patterns, toilet training, to facilitate assessment and development of treatment goals.
- Document, report, and review Individuals daily progress, needs, medical issues, and behaviors. May include completing seizure reports, incident report, and daily notes.
- Attend to routine health care needs of Individuals under supervision of medical personnel.
- Complete written work order requests for maintenance needs.
- Reports any immediate safety hazards to appropriate supervisory personnel or maintenance personnel.
- Maintain the cleanliness and neatness of indoor and outdoor areas, i.e., residential home, dining area, playground area, gym, vans, and other site areas.
- Perform antiseptic cleaning duties, laundry, and other housekeeping duties in living areas.
- Transport or assist in transporting Individual to and from medical appointments, activities, daycare, etc.
- Demonstrate competence in the area of reading, writing and all means of communication.
- Maintain confidentiality.
- Organize work and complete tasks in a timely manner.
- Contribute to teamwork and harmonious working relations.
- Use initiative and act independently.
- Attend and participate in required training sessions and department staff meetings.
- Report to work on time and on a regular basis.
- Conduct oneself in an ethical manner.
- Treat Individuals and employees with integrity and respect.
- Maintain certain standards of job performance and conduct.
- Adhere to safety, hygiene, health, and fire hazard guidelines; policies and procedures; mission and values.
- Abuse risk management: maintains a safe environment for those we care. Understands their role as protector; recognizes and responds to inappropriate interactions that may foretell abuse.
- Physical Requirements: While performing the duties of this job, the employee is occasionally required to stand; sit; walk; use hands to finger; handle; reach with arms and hands; stoop; kneel; crouch; crawl; talk or hear; taste or smell.
- Must be able to lift and/or move at least 75 pounds in order to assist in life skills, such as bathing, physical rescue, and wheel chair assistance. Specific vision abilities may include close vision; color vision and the ability to adjust focus. Exposure to outside weather conditions while working with Individuals. Noise level in the work environment is usually moderate to occasionally loud.