

601 Senior Drive, New Lexington, Ohio 43764
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TITLE: COMMUNITY SUPPORTS SUPERVISOR (Respite & ALA)

DEPARTMENT: Community Supports	POSITIONS SUPERVISED: ALA Facilitator, Respite Support
LOCATION: 601 Senior Drive, New Lexington	SALARY RANGE: Range 11
SUPERVISOR: Community Supports Director	FLSA STATUS: Non-exempt, Overtime Eligible
NORMAL WORKING HOURS: Generally, 8:00AM – 4:00PM, Monday through Friday. May be required to flex schedule, but not routinely work more than 40 hours per week. Schedule may vary as determined by Supervisor. May include evening and weekend commitments.	CLASSIFICATION: Classified Civil Service
PROBATIONARY PERIOD: 300 Days	SAFETY SENSITIVE: No

SUMMARY OF POSITION:

The Community Supports Supervisor (CSS) is an operational position within the Perry County Board of Developmental Disabilities (PCBDD), meaning its primary role is to carry out daily responsibilities to create the highest level of efficiency possible to meet the expectations and needs of customers.

Under the general guidance of the Community Supports Director, the CSS is responsible for direct supervision, oversight, and leadership to ensure people with disabilities are receiving person-centered services and supports. The CSS conducts programmatic reviews through data collection, collaboration, and ongoing continuous improvement of community supports programs and services to reduce risk and decrease out of county placement. The CSS works collaboratively with other PCBDD staff and community agencies and organizations, including local, state, and federal officials.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Successful candidates must meet these requirements; reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

- Bachelor’s degree in education, psychology, social work, or related field (or grand-fathered into SSA certification); eligible for Service and Support Administration certification per Ohio Administrative Code (OAC) rule.
- Minimum of three years’ experience developing and coordinating training; experience training in the areas related to people with developmental disabilities, preferred.
- Strong computer and technology experience including the use of Microsoft Office 365, web-based applications and various technology systems.
- Valid driver’s license with acceptable driving abstract to meet criteria for insurability, driving is an essential function of the position.
- Maintain confidentiality, handle sensitive data, and comply with all applicable laws and Board policy regarding confidential information.
- Ability to obtain substitute teaching certifications through Ohio Department of Education

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

- Applicable local, state, and federal laws, rules, policies, and guidelines pertaining to people with disabilities
- Person-centered philosophy and principles
- Social work or related principles, practices, and techniques, including developmental disabilities technology and positive interventions
- Local systems and resources involved with supporting people to be safe at home, at work and in their community. This includes working relationships with providers, parents/guardians, people receiving PCBDD services, Ohio Department of Developmental Disabilities (DODD), Mid-East Ohio Regional Council, Perry County Courts (and other county courts as deemed appropriate), Perry County School Districts, mental health agencies, and other local agencies.

Skills in:

- Excellent verbal and written communication for effective interpersonal relations and interaction with Community Supports Department (CSD), other staff, providers, stakeholders, and customers
- Human relations, establishing positive rapport and maintaining harmonious relationships
- Public speaking and presenting in front of large groups
- Active listening and problem solving
- Interview and documentation techniques

Abilities to:

- Demonstrate sensitivity, respect, and dignity for diverse populations
- Comply with the Bill of Rights for people with disabilities.
- Maintain accurate and current records and documentation
- Negotiate and manage conflict, solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Organize, prioritize, and meet deadlines as established by policy and procedures
- Develop and maintain positive and professional effective working relationships with people served by PCBDD, employers, supervisors and managers, providers, and the public
- Effectively facilitate team meetings
- Assist PCBDD in public awareness activities to engage and educate the community
- Provide oversight, support, and resources to supervised positions in a remote work environment
- Act in a professional manner in family homes, in work-related meetings, and in the community; comply with professional ethical standards
- Demonstrate skills in enhancing programmatic oversight and ensuring programs align with the PCBDD Strategic Plan using mission, vision and values

EXPECTATIONS & WORKING CONDITIONS:

Notice – Working conditions may exist that are not as such as normally existing in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious material, and/or aggressive behavior.

Work Environment – 60% in office, 40% travel and remote work commitments. Regular and frequent travel necessary to support working remotely. Routine travel is necessary requiring up to 2-3 hours in the course of the workday being spent traveling in a motor vehicle. May be required to travel out of county. Responsibilities and expectations are performed in a fast-paced, high functioning, and

emotionally demanding work environment. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

Time Management / Work Pace – Evaluate and prioritize tasks to maximize efficiency. Impose self-discipline to prevent wasted time in non-productive activities. Work Pace is directed and designated by worksite, caseload, or department needs requiring the ability to be self-motivated and self-directed to plan and organize time and adhere to mandated timelines. May need to exercise flexibility to accommodate varying schedules within the CSD and programs led by this position. Regular, predictable, and punctual attendance is an essential function of the position.

Physical Demands – May require sitting for periods of time, alternating between standing and walking. Significant time may be spent in front of a computer screen. May carry laptop, presentation materials, and other necessary supplies not to exceed 50 lbs.; physical labor may be required. May perform public presentations (standing for potentially long periods of time). Vocal communication is required. Visual acuity is required for preparing and analyzing written work or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

Problem Solving / Decision Making – Work with a proactive approach staying aware of all issues and taking appropriate actions to minimize and prevent issues from developing into problems. Utilize a combination of the PCBDD mission, vision, values, strategic plan, and applicable rules, regulations, and policies as a foundation for decision making.

Communication – Promote a welcoming and eager-to-serve atmosphere. Maintain open and respectful communication exercising professionalism as a representative of PCBDD in all external and internal communications, both written, oral, and in-person. Employ conscientious listening skills to truly understand the needs and wants of people, families, staff, providers, and the community.

Teamwork – Work collectively with all members of the team as a cohesive unit. Take initiative to lead while supporting and utilizing the individual strengths of each member. Provide and accept constructive criticism in a respectful manner. Work to promote the PCBDD philosophy and mission always.

ESSENTIAL DUTIES & RESPONSIBILITIES:

45% SUPERVISION AND LEADERSHIP

Supervise and manage staff in fulfilling their daily responsibilities through routine accountability, including monthly staff reviews, performance reviews, and support of employee development plans. Provide a work environment that cultivates and encourages creativity, productivity, and efficiency by enhancing staff knowledge and skills. Adhere to and administer PCBDD personnel policies and procedures. Provide calendar support through facilitation and coordinator of team scheduling to ensure necessary coverage. Monitor remote working environment through planned for, communicated, and approved methods of scheduling.

Guide and direct respite visits through development and implementation of the Family Respite Plan.

Review documentation for each visit and ensure the needs of the family are met. Match staff with program participants and coordinate activities and events.

Attend monthly CSD meetings; occasionally lead and/or facilitate other meetings. Guide and direct the Academy for Leadership Abilities® (ALA) through planned coordination of the program. Coordinate and oversee ALA and respite including, but not limited to:

- Provide ongoing and effective communication with families
- Develop FRP and identify family outcomes
- Manage the ALA and respite calendars
- Coordinate Equip the Facilitator, Integration without Trying, facilitator on-site visits and monthly county-to-county TEAMS meetings
- Provide oversight and ensure accuracy for all ALA Facilitators regarding Brittco casenotes
- Coordinate and monitor the ALA Facebook page and ensure all counties involved understand the PCBDD policy and responsibilities of HIPAA compliance
- Provide 40 Degrees Media monthly website information
- Lead and facilitate ALA Frontline Work Sessions, agendas, and formal meeting minutes
- Serve as an administrative point of contact for ALA Facilitators in respective sites
- Facilitate connections with families, schools, customers, and agencies to ensure the needs of children supported by PCBDD are met in all areas of assigned programming
- Complete all reporting and data collection requirements
- Provide and/or coordinate training to respite families and staff to assist with increasing the outcomes and enhancing the family culture
- Actively participate in Perry County Family and Children First Council

Regularly review and analyze data and documentation to maintain integrity of the programs. Routinely review ALA billing to ensure target ratios are met. Provide support with respite and ALA data tracking and caseload analysis and review through the Brittco system or other applications.

Meet regularly with the CSD Director to review and assess the following:

- Programmatic changes with respite, ALA, or other assigned program
- Programmatic changes or additions of agencies, schools, or other entities who participate in ALA
- Staff Reviews with supervised personnel at least one time a month for full time staff and quarterly for intermittent staff
- Monitor and approve leave, timesheets, mileage reimbursement and purchase requests
- Report any findings that impact the PCBDD and departments budgets
- Report any purchase requests for programs under the guidance of CSS
- Consult and communicate regarding personnel issues, concerns or needs

35% PROGRAMMATIC REVIEWS AND DATA COLLECTION

Provide input into monthly CSD Board Reports. Develop programmatic reports to analyze and assess the effectiveness of elective programs. Complete bi-annual reports. Review, track, and analyze to prevent/monitor out of county placement options.

Collect data from all PC school districts. Maintain regular and routine connectedness with PC school administrators. Synthesize data and develop comprehensive ALA Annual Report to satisfy contract

guidelines for Perry County Job and Family Services.

Track TANF forms and ensure requirements are met. Other data collection analysis as needed or requested.

10% QUALITY IMPROVEMENT AND MONITORING

Develop and deploy systematic processes to assess current programming.

Actively participate in the development and implementation of the PCBDD Strategic Plan.

Partner and connect with other agencies to enhance programs and educate and increase awareness and participation in programs.

5% TRAINING AND EDUCATION

Attend and participate in required training including but not limited:

- Orientation and onboarding
- Department and staff meetings
- Ongoing provider training
- Initial training around new services, programs, or systems
- Continuing educational events and conferences that support career development
- Professional development activities or those directed by certification requirements
- PCBDD staff in-services and assist with setting the direction for department A Day Away
- Any trainings, seminars, or workshops as required or at the request of the CSD Director
- Represent CSD on standing and ad hoc committees, teams, and projects.

5% MISCELLANEOUS

Other duties as assigned by the CSD Director or to meet the needs of people supported by CSD or the overall PCBDD.

DECLARATION:

As an employee of the Perry County Board of Developmental Disabilities, the job incumbent shall acknowledge, understand, and comply with all PCBDD policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all people served by the agency.

I have read these position description qualifications/requirements for this position and to the best of my knowledge, I believe I can perform these duties.

Signature

Date