

Liberty Resources is seeking a **Residential Assistant Program Supervisor**

Our employees have passion around the services they provide and our corporate values of excellence and staff support. We pride ourselves on high quality, integrated, community-based services that meet the evolving needs of our communities. We're committed to building a diverse workforce that values contributions of all team members and work to recognize cultural beliefs, values, traditions, language preferences, and health practices of the communities that we serve and how they apply to provision of positive health outcomes.

Position Summary

The Assistant Supervisor assists the Program Supervisor with the planning, implementation, and documentation of consumer valued outcomes as specified in Residential Habilitation Plans, Individualized Service Plans and IPOP, supervises direct care staff and assumes responsibilities of the supervisor in his/her absence.

Essential Job Functions

- Assures continuity of client services and high standards of client care as specified in each person's IPOP. Develops an approach to each consumer, implements selected goals and participates in service planning in cooperation with the treatment team.
- Provides instruction, supervision, and/or attendant care to consumers with activities of daily living including; toileting, feeding, personal hygiene, dressing, housekeeping, and other program aspects relating to assigned program participants.
- Facilitates peer counseling and provides instruction on conflict resolutions. Responds to and effectively handles emergency situations which may require flexibility of both time and areas of assignment; applies SCIP-R and behavior management techniques as required. Identifies and reports Untoward Incidents.
- Maintains and updates required records and documents for services provided. Reports relevant observation of individual behaviors, progress and reaction.
- Assists Program Supervisor in the day-to-day operation of the IRA, supervises direct care staff; assumes responsibilities of the supervisor in his/her absence.

Duties and Responsibilities

- Assures staff orientation, supervision and training by identifying and providing in-service training and use of external continuing education opportunities in the absence of the supervisor.
- Monitors the maintenance of required records and documentation of service provided. Ensures Medicaid eligibility and all records are compliant with Medicaid requirements by completing reviews. Also monitors qualitative aspects of documentation.
- Functions as a member of an interdisciplinary team. Assures continuity of client services and high standards of client care. Participates in individualized service planning and implementation of selected goals in cooperation with the treatment team.
- Identifies and reports on Untoward Incidents as required.
- Handles emergency situations which may require flexibility of time and area of assignment.

Qualifications

- Bachelors/Associates and one (1) year experience or HS diploma and two (2) years related experience.
- Must have a valid driver's license and be able to use personal care for transporting consumers.

Required Skills and Abilities

- Strong organizational and interpersonal skills and ability to supervise others.
- Effective oral and written communication skills, including computer competency.
- Must constantly move about; ascend/descend stairways; observes, instructs, supervises consumers in all activities of daily living. Ability to lift, transfer or physically assist individuals may be required. Must be able to lift objects up to 20 lbs. frequently and support a person's body weight as needed for the purposes of physical assistance, personal care and physical management.
- Demonstrate initiative, sound judgment, industry, and an understanding of residential habilitation and compliance requirements.
- Is sensitive to cultural differences and able to incorporate that understanding into service provision.

We Offer:

- A Collaborative and Supportive Team Atmosphere
- Competitive Compensation and Paid Time Off package
- Paid Training
- Family Friendly Workplace
- Medical/Dental/Vision Coverage
- 401(k) Retirement Saving Plan
- Continuing Education Opportunities Offered

Liberty Resources is committed to creating a diverse environment and is proud to be an equal opportunity employer. Liberty Resources offers equal employment opportunities to all persons without regard to race, color, ethnicity, religion, sex, sexual orientation, national origin, age, marital status, physical or mental disability, parental status, housing status, source of income or military status, in accordance with applicable federal, state and local EEO laws.