



ELEVATING THE SPECTRUM
FOR INDIVIDUALS WITH AUTISM

Residential Supervisor Job Description - Red House

Job Description for: Residential Supervisor - Red House	Start Date: August 13, 2018
Reports to: Residential Manager	Section: Life Enrichment, Residential
Classification: Salaried Exempt	Term: Full time, year-round

About Ascendigo: Ascendigo is a nonprofit organization that enhances the lives of children and adults living with Autism Spectrum Disorder through outdoor and sports education, employment, adventure camps, community integration and an array of autism focused behavioral health services. We are headquartered in the beautiful Roaring Fork Valley of Colorado and provide programming for individuals with autism of all ages from Aspen to Rifle.

Job Summary: The Residential House Supervisor (RHS) will oversee overall operations at the Red House (RH) at 344 Cleveland Place, Carbondale. Specific responsibilities include Residential Support, on-call responsibilities, grocery and supplies shopping, medication administration, and other duties as necessary. The Residential Supervisor and Residential Manager will work as a team to coordinate the administration and operation of the house, including but not limited to developing, leading, planning, staffing, and controlling related activities. the residents' support, coordinate staff supervision, oversee and report property management needs

Essential Job Functions:

- Residential Support: Ensure the provision of material, physical, medical, social, and emotional needs of the residents; that is, addressing the "whole person" and promoting wellness, safety, and comfort in the home and the community, according to the residents' Individual Life Plan (ILP), Residential Service Delivery Plans (SDPs), and Ascendigo Residential Services Description (RSD). Be the leader in creating a warm, welcoming, stable home-like environment for residents.
 - Serves as a member of the ILP/SDP/RSD development team. Along with the Residential Manager, takes lead on creation and implementation of Residents'/Service Users' goals and objectives as they pertain to the RH.
 - Creates a positive, structured, and safe home life for each resident of RH.
 - Facilitates an ongoing professional relationship with each resident and their families.
 - With each client's whole-life team (ACE, consultants, family, friends, community members), assist residents in building the skills needed to be successful, responsible, and independent, with a focus on home life and community, recreation and leisure.
 - Make sure residents' personal belongings are well-cared for, in order, and serviced or replaced as needed.
 - Provides an average of 16 hours direct support hours to residents each week to provide companionship, behavior therapy, skill building, community and social engagement, transportation and travel, and data collection and progress monitoring. The number of hours may fluctuate in a given week. The number of hours may decrease over time to allow for more supervisory and property management time, as per Residential Manager request and needs.
 - Maintain nutritional program and ensure that Resident diets are customized in such a way that there is balance between preferred and healthy item.

- **Staff Supervision:** Assists the Residential Manager in supervising the Residential Services Professional staff working in the RH.
 - Manages and writes the schedule, ensures that the program has enough staff to cover all shifts. May need to fill in for staff if there is a gap in shift coverage due to assigned staff illness, absence or other unforeseen events.
 - Assists Residential Manager in recruiting and hiring new staff.
 - Ensures that all staff is properly trained before working with Residents alone.
 - Participates in RSP review and evaluation process.
 - Communicates with Residential Manager to ensure that RSPs continue to grow and that adequate professional development opportunities are available.
 - Tracks the expenses of each resident according to the specifications of their Personal Needs Fund agreement.
- **Property Management:** Assists the Property Management team as appropriate in the care for the home and property in a way that creates a safe, comfortable and appropriate environment for all residents.
- On call up to 2 nights per week for emergencies and urgent situations requiring a senior staff person.

Other Job Duties: Fill in direct care shifts, participate in meetings, assist Residential Manager in preparing for and leading RH meetings, provide concierge services for resident vacations, may travel with residents if necessary.

Physical Requirements/Equipment Used: Basic computer skills (MS Office, email, social media), lifting and moving light to heavy objects (up to 25 pounds), use of full physical prompts for teaching or safety, competent to learn new technologies related to disabilities, good physical fitness to accompany residents on exercise and recreational activities. Must be able to operate household maintenance tools such as lawn mowers, leaf blowers, etc.

Qualifications: The Residential Supervisor should have managerial or supervisory experience or be willing to learn these skills, as well as experience in working with older individuals with autism (18+).

- Knowledge of computers, including email, spreadsheets, basic office software, online shopping, social media which residents use, and knows or is willing to learning and become proficient in technology specific to people with disabilities.
- Knowledge of the field of autism as it pertains to adults.
- Understanding and use of behavioral approaches as practiced by Ascendigo, including the ability to allay maladaptive behaviors while maintaining calm and composure, principles of Natural Developmental Behavioral Interventions (NDBI), using positive behavior support plans and recognizing natural teaching opportunities and acting on them.
- Understanding of property management.
- Knowledge of healthy nutrition and basic cooking skills.
- Basic knowledge of physical fitness and exercise regimens and willing to engage in physical activities including outdoor activities with residents.
- Ability to handle the personal care of residents with sensitivity and caring.
- Possess effective skills in active listening, coaching, and human supervision.

In addition, the Supervisor,

- Must be age 21 or over and have legal working status.
- Must maintain a valid driver's license and excellent driving record.
- Must successfully complete required training.

- At least 3 years in the human services, hospitality, or residential management fields.
- Should have at least a high school diploma.
- Understands that some households may be under security surveillance including but not limited to video monitoring, and that video may be reviewed on a need-to-know basis on request by the Ascendigo CEO/President
- Is able to travel for occasional professional development and resident activities.

Knowledge, Skills, Abilities: This job requires certifications or successful training completion for CPR/First Aid, crisis management and medication administration. Willingness to take Residential and/or Direct Support Professionals course or class.

Personal Characteristics: The Residential Supervisor should be committed and passionate about the Ascendigo mission of a holistic, active, community-based, independent, and person-centered life. He/she should believe in the dignity and potential of our clients. Additionally, the supervisor should:

- Show maturity, responsibility, and dependability and follow through on tasks with modest supervision.
- Be diplomatic and discreet: commitment to maintain strict confidentiality and respect of residents and the privacy of residents and their families.
- Be proactive: taking the initiative, willing to pitch in and assist.
- Behave ethically: understand ethical behavior and business practices and ensure that their own behaviors and the behavior of the DSPs is consistent with these standards and aligns with the values of Ascendigo.
- Build relationships: establish and maintain positive working relationships with others, both internally and externally, to achieve Red House goals.
- Communicate effectively: speak, listen, and write in clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- Creativity/Innovation: develop new ways to improve operations of the home and residential department and to create new opportunities.
- Focus on client needs: anticipate, understand, and respond to the needs of residents to meet or exceed their expectations and provide high quality care.
- Foster teamwork: work cooperatively and effectively with others to set goals, resolve problems, and make decisions.
- Lead: positively influence others to achieve results that are in the best interest of Ascendigo.
- Make decisions: assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of Ascendigo.
- Organize: set priorities, develop a schedule to accomplish required tasks monitor progress toward goals, and track details, data, information, and activities.
- Solve problems: Assess problems situations to identify courses, gather and process relevant information, generate possible solutions, and make recommendations and/or solve the problem.

Other Job Parameters not described above: The job requires living on the premises of one of the Residential houses, in this case, the Red House in Carbondale. Rent will be discounted and includes utilities, basic cable, internet and access to laundry facilities and hot tub. The position is contingent on signing the Housing License Agreement in Connection with Employment.