

# Harbor House Ministries

## Job Description

**POSITION TITLE:** Home Supervisor  
**RESPONSIBLE TO:** Executive Director

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*Position Summary:* Oversees and directs staff in day to day operations of home, including direct care of residents as needed. Ensures that appropriate documentation is maintained. Ensures that Harbor House Ministries policies and licensing standards are properly followed. Participates in the nurturing, growth and quality of life among the residents of Harbor House Ministries.

*Qualifications:*

1. Minimum two years experience in supervising subordinate staff
2. College degree preferred
3. Able to interact effectively with adults with severe disabilities, their families and staff
4. Dresses and behaves in a professional manner
5. Able to work autonomously and as part of a team
7. Able to work flexible hours

*Basic Objectives and Responsibilities:*

1. Supervise and direct staff and activities
2. Train and evaluate staff as directed
3. Provide Personal Care and Community Living Support for residents
4. Interact with residents, families, staff and outside care-givers to ensure resident needs are met
5. Ensure that Harbor House Ministries policies are followed
6. Ensure that licensing regulations are followed
7. Complete special planning and projects as necessary to meet the needs generated by the home
8. Participate in clinical meetings as required
9. Participates in on-call rotation for support of staff
10. Available for support of subordinate staff as needed for resident concerns
11. Performs other duties as requested
- 12.. Receives, documents, and passes resident medications

*Physical Requirements:*

1. Sighted so as to be able to read small print and handwriting
2. Able to hear in order to communicate with residents, families and staff over the phone and in person
3. Able to speak in order to communicate with residents, families and staff over the phone and in person
4. Cognitively able to reason and problem solve complex issues
5. Able to lift 50 lbs either alone or as part of a two-person assist of a larger person, at times repetitively

## ESSENTIAL JOB FUNCTIONS – Home Supervisor

1. Supervise subordinate staff including oversight of staff's job performance, written evaluations of direct report staff, oversight of Lead Aides shift management, counseling and documentation as needed for subordinate staff, and other supervisory tasks as necessary.
2. Interaction with residents, families and staff including resident care conferences, staff meetings, informal interaction with staff, informal interaction with residents and their families and other interaction as necessary.
3. Coordination of services with outside care-providers and resident advocacy agencies.
4. Planning functions as needed for excellent operation. Gather information and interact with staff.
5. Oversight of compliance with all Harbor House Ministries policies and licensing standards including direct care, community living supports, facilities and fire safety.
6. Performs Lead Aide and/or Resident Aide duties when needed.
7. Ensure excellent standards of cleanliness are maintained in home. Inspect and oversee work of staff as necessary to do so.
8. Promote meaningful activities through interaction with community and church groups, and in- house activities with residents and staff.
9. Ensure adequate training and orientation of new employees as well as on-going training for staff.
10. Participate in Clinical Management Team Meetings and other company-wide teams as assigned by Executive Director.
11. Interact professionally and courteously with residents, family, staff, visitors and the public.
12. Sort and distribute resident monthly supplies.

*Although every attempt has been made to make this job function list as complete as possible there may be other tasks not described above which may become necessary for the Home Supervisor to perform.*