

# CAREER OPPORTUNITY



**Title:** Life Essentials Supervisor

**Hours:** Full-Time, Exempt

## **Brief Description:**

Front Door activity, assessment, development, implementation, evaluation, and supervision of the Life Essentials guardianship program. This position is to enhance effective service delivery, respond to community needs, reduce isolation, and ensure a person-centered service plan delivery to individuals. This is a working supervisor position.

**ESSENTIAL FUNCTIONS OF THE POSITION:** Constitute the major responsibilities for anyone serving in this capacity

- I. **Key Responsibility Area: Supervision of staff and implementation of program (40%)**
  1. Appropriate staff assigned to wards.
  2. Ensure planning, direction, and coordination exists to implement program.
  3. Qualified staff recruited, hired, oriented, supervised, monitored, reviewed and provided sufficient continuing education and support services to meet program responsibilities and if applicable, disciplined.
  4. Develop training programs and present verbally to staff as the need arises.
  5. Meet with staff and provide direct supervision at least monthly, including Program Manager as needed, and document.
  6. Assessments and referrals are completed in a timely manner.
  7. Ensure that the ward maintains the least restrictive living environment and is safe from abuse, neglect and/or exploitation.
  8. Complete eligibility determinations for prospective wards which include the use of evidence-based evaluation tools.
  9. Provide testimony at all scheduled court hearings.
  10. Facilitate the ward's place of residence, maintaining least restrictive environment in the best interest of the ward.
  11. Seek ethical, legal, and medical advice to facilitate decisions regarding extraordinary medical issues including but not limited to preventative care.
  12. If needed, will work with staff and Program Manager to provide assurance assessments are completed in a timely manner, if needed.
  13. Meet with Program Manager at least monthly.
  14. Facilitate, at minimum monthly, Life Essentials unit meetings.
  15. Complete annual staff evaluations in appropriate timeframes.
  16. Provide leadership for communicating strategic vision and mission of program in conjunction with Director and Life Essentials Program Manager.
  
- II. **Key Responsibility Area: Evaluate program and assure Quality Improvement Compliance (30%)**
  1. Complete quality assurance chart reviews related to guardianship coordinators documentation in electronic record system.

2. Assure policies and procedures are in place and updated accordingly for meeting requirements of oversight organizations, reporting bodies, and maintaining CARF accreditation.
3. Assure user-friendly reports are submitted that meet legal, funding, and CARF requirements.
4. Work on special projects for monitoring and accreditation.
5. Ensure client satisfaction surveys are performed per timeline.
6. Gather and evaluate data.

**III. Key Responsibility Area: Report writing, development and implementation of person-centered care plan, including court required reports (20%)**

1. Court reports and paperwork are submitted in a timely accurate package.
2. Individualized person-centered care plan is complete and addresses least restrictive environment to reduce isolation. Effort is made to understand the ward's preferences and belief systems in making end of life decisions.
3. Individual strengths and needs are addressed.
4. Care plan utilizes available community resources and does not supplant the role of informal support.
5. Assessments and referrals are completed in a timely manner.
6. Individual records are maintained in confidence per HIPAA requirements.
7. All contacts with the individual or for the individual are recorded.
8. Collateral contacts and coordination with other service providers is timely and appropriate.

**IV. Key Responsibility Area: Administration and Public Communication (15%)**

1. Review administrative reports and provide guidance.
2. Attend regular meetings with Director and/or Program Manager.
3. Attend community collaboration meetings.
4. Work with Development office to enhance program funding.
5. Maintain positive working relationships with providers, informal support, providers, community agencies, and medical professionals.
6. Attend regular meetings with Northern Counties and other meetings as requested/needed.

**MINIMUM EDUCATION, KNOWLEDGE, AND EXPERIENCE:**

- Required bachelor's degree in social work AND LSW; master's degree in social work preferred.
- Minimums of 1 year supervisory or related progression experience.
- 1-year related experience with older adult and mental health populations.
- Ability to work with a variety of people with different backgrounds, expectations and educational levels.
- Knowledge of Guardianship State of Ohio Certificate and Fundamentals of Guardianship.
- Strong interpersonal and presentation skills.
- Knowledge of budgeting and accountancy practices.
- Knowledge of development of policy and procedures.
- Knowledge of community resources.
- Knowledge of hiring and management of staff.
- Effective oral and written communication.

*All interested candidates should send a resume with salary requirement to:  
Human Resources, Catholic Social Services of the Miami Valley  
922 W. Riverview Ave., Dayton OH 45402  
Or e-mail to [jobs@cssmv.org](mailto:jobs@cssmv.org) Or fax to 222-6750*