



The Learning Tree

Helping Children Learn and Grow

Job title: Group Home Supervisor

Work Location:

Division/Department: Residential

Reports to: Residential Manager

Full-time

Part-time

Exempt

Nonexempt

Essential Duties and Responsibilities: shall include but is not limited to the following:

- Supervising Lead Residential Instructors (LRI) and Residential Instructors (RI) in fulfilling their duties and responsibilities
- Ensuring all students in group homes receive medically prescribed medications and medical activities according to the order of health care providers
- Scheduling all staff for assigned group homes and maintenance of adequate staffing. This includes scheduling for any known absences during GHS scheduled off days. (This does not include scheduling for callouts on off days. Callout scheduling for group homes will be assigned to supervisors on duty that day)
- Ensuring professional crisis management is implemented correctly by the GHS and their staff
- Completing assignments within specified timelines
- Completing lesson plans for meaningful activities that promote independence for the group home
- Ensuring that all training programs of those living at The Learning Tree are implemented correctly
- Ensuring that those living at The Learning Tree are engaged in meaningful activities
- Ensuring that student living areas are clean and properly organized
- Ensuring that staff documents and reports contain all necessary information to monitor the care and supports for those served by The Learning Tree
- Ensuring off campus trips are meaningful for those participating, and the frequency of off-campus trips take place enough to meet the needs of those served by The Learning Tree, Inc. This includes making sure those living at The Learning Tree, Inc. are actively involved in choosing off campus activities.
- Ensuring all Off-Campus trips are completed and documented correctly.
- Conducting group home staff meetings with staff and consumers
- Substitution for direct care service as needed to meet the staffing requirements for those living at The Learning Tree, Inc.
- Conducting staff trainings as needed or scheduled
- Ensuring group homes have all needed resources on daily basis. This includes all paperwork, teaching materials, food, transportation, etc. based on the scheduled events for the day.
- Ensuring staff in home have all necessary materials for implementation of behavior programs
- Ensuring completion of training checklists within established timelines for all behavior plans
- Assisting as needed in completing and conducting assessments
- Monitoring of staff implementation of behavior programs
- Monitoring of data collection during the shift
- Ensuring that students have all needed supplies
- Participation in professional crisis management procedures, to include, but not limited to: lifting and lowering individuals to and from the floor, standing from kneeling position and dropping to kneeling position while physically controlling an individual, blocking attempted blows and bites, transporting individuals in crisis state, and deflecting blows from thrown objects
- Other duties deemed necessary by CRS to ensure quality of service delivery

Education and/or Work Experience Requirements: Minimum of high school diploma; 2 years' experience in human services and previous supervisory experience preferred; good driving record preferred.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal standards

Print Employee Name:

Employee signature:

Date: