

**ST. ELIZABETH CATHOLIC CHARITIES
JOB DESCRIPTION**

I. IDENTIFYING INFORMATION

POSITION TITLE: Supported Living Program Director

STATUS: Full-Time, Exempt

SECRETARIAT: Catholic Charities and Family Ministries

REPORTS TO: Director of Social Services

SUPERVISES: Direct Support Professionals

II. PRIMARY FUNCTION

The Supported Living Program Director will supervise and assist the SLP Direct Support Professionals (DSP) and the SLP clients.

III. POSITION CONTENT

MAJOR RESPONSIBILITIES AND REGULAR ACTIVITIES

1. The SLP Director will individually or in conjunction with The Director of Social Services assesses all individuals referred to the SLP by the DDRS Case Management staff. The decision for admission to the SLP will be based upon that assessment.
2. The SLP Director will complete all required program forms and maintain them in the agency files.
3. The SLP Director will review bi-monthly time reports submitted by SLP contractors. The SLP Director will review the reports for accuracy before submitting to the Accountant.
4. The SLP Director will assist the Director of Social Services in the screening, hiring of new SLP staff. The SLP Program Director will develop the training material in accordance with SLP guidelines for all SLP contractors. The SLP Director will also conduct the training sessions in accordance with required training schedules
5. The SLP Director will provide direct service to consumers when SLP staff is unable to do so. This area of responsibility includes providing supervision to consumers, transporting to medical appointments or entitlement programs as well as acting as an advocate for the consumer during those appointments.
6. The SLP Director will ensure that services being provided to the consumer matches the goals outlined in his/her Individual Service Plan (ISP).
7. If an SLP client has assigned St. E-CC as their Representative Payee, the SLP Director will be responsible for paying any and all of the client's financial responsibilities. This includes, but is not limited to; client monthly utilities, rent, spending money, and any other financial responsibilities that they may acquire. Checkbooks will be balanced on a monthly basis.
8. The SLP Director will attend client 90 day and/or annual team meetings (when scheduling permits).
9. The SLP Director will be part of an on-call rotation. This means if a client has an emergency during that on-call time period the individual who receives the call will be responsible for responding to what that client may need. This may include, but is not limited to; taking or meeting a client to the hospital or medical facility (if needed), assisting with any and all

medication errors, etc. The on-call individual will also be responsible for completing the internal and BDDS incident reports for the emergency they responded to. Those incident reports will be forwarded to any and all required individuals including, but not limited to, TCM's, BDDS representatives, APS representatives, guardians, and the Director of Social Services.

10. The SLP Director is required to attend and participate in bi-monthly staff meetings with the agency management teams.
11. The SLP Director is responsible for facilitating monthly staff meetings for the Direct Support Professionals.
12. The SLP Director is responsible for contributing to the assessment and development of the annual training plan for the agency.
13. The SLP Director is responsible for handling all the billing for the program. This is done twice a month. This includes attending as scheduled accounts receivable meetings to clear up any errors.
14. The SLP Director is responsible for reviewing all monthly paperwork and uploading the monthly summaries for case managers to review.
15. The SLP Director will serve on the PQI committee. SLP Director will be responsible for reporting on quantitative and qualitative data for these quarterly meetings.
16. The SLP Director is responsible for updating all consumer paperwork. Including, but not limited to goals, risk assessments, any changes in income, etc.
17. The SLP Director will ensure all consumers will keep their benefits (food stamps, medical insurance, etc.).
18. The SLP Director will arrange and attend all human right committee (HRC) meetings. Director will also be responsible for letting the HRC aware of any client issues that need their immediate attention.
19. The SLP Director will make monthly surprise home visits to ensure DSPs are providing the best client care and keeping up with required paperwork.
20. The SLP Director is responsible for 90 day and yearly evaluations with all DSPs.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

SKILLS, KNOWLEDGE, AND/OR ABILITIES

1. The SLP Director must successfully complete CPR training and provide copy of certificate of completion to the Director of Social Services. (Agency will provide list of providers for this service, however, individual is responsible for arranging for his/her own training.) The CPR training is required to be kept current and certificates of completion will be maintained in the employee's file

EDUCATION, TRAINING AND/OR EXPERIENCE

1. The SLP Director will successfully fulfill all of the required trainings outlined on the New Employee Orientation for the SLP Supervisor.
2. The SLP Director will keep his/her driver's license and automobile insurance current. SLP Director will provide a copy of each to be kept in his/her employee file.
3. The SLP Director will submit to a TB test as required by the State of Indiana. (The State of Indiana requires that the TB test render negative results). SLP Supervisor must arrange for the TB test on his/her own time. Test should be arranged on a schedule whereby the results can be read at the mandatory three (3) day read. A copy of the test results should subsequently be provided to the SLP Program. Director or Director of Social Services for placement in the employee file. **The agency will incur the cost for the TB test.**

V. WORKING ENVIRONMENT

- 1.** The SLP Director will work primarily in office, but (if needed) will provide in-home services when any DSP is unable.
- 2.** Travel within Floyd and Clark Counties will be required for the SLP Director, therefore reliable transportation is a requirement.
- 3.** The SLP Director will have access to confidential client information.

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