

# HAPPY VALLEY DAY FACILITY SUPERVISOR JOB DESCRIPTION

## Description

- Supervisors oversee services provided to participants in the agency.
- Supervisors ensure that employees deliver services in a caring and respectful manner, in accordance with relevant Agency policies and standards.

## Reporting Relationship

- Reports to Manager/Administrator

## Responsibilities/Activities

- Ensure Agency policies and procedures and state regulations are followed.
- Assist with the coordination, evaluation and planning of adult day services.
- Assist the Administrator with administrative activities and optimal use of resources.
- Develop, implement and evaluate strategic plans, goals and objectives.
- Coordinate staffing activities.
- Coordinate scheduling activities.
- Supervise work activities of designated employees.
- Develop and instruct employees in the use of practices, procedures and equipment.
- Provide leadership to employees

## Required Knowledge

- Knowledge of standards of practice and scope of practice, in accordance with state regulations
- Comprehensive knowledge of other health care disciplines and their role in participant care.
- Knowledge of principles and processes for providing participant services, including needs determinants, meeting quality standards and evaluation of participant satisfaction
- Knowledge of the English language.
- Knowledge of the information and techniques needed for emergency first aid and CPR.
- Knowledge of clerical procedures such as maintaining records and completing forms.

## Required Skills/Abilities

- Ability to demonstrate effective supervisory abilities.
- Ability to gain respect and cooperation.
- Ability to inspire and motivate subordinates.
- Ability to direct work groups toward a common goal.
- Ability to delineate assignments.
- Ability to oversee the work of subordinates.
- Ability to plan and organize work.
- Ability to coordinate with others.
- Ability to anticipate future needs.
- Ability to administer policies and implement procedures.
- Ability to maintain appropriate contact with manager/administrator.
- Ability to utilize employees and equipment.
- Ability to provide opportunities/guidance for employee development.
- Ability to resolve work-related employee problems.
- Ability to assist subordinates in accomplishing their work related objectives.
- Ability to converse with subordinates in a clear, concise, accurate & timely manner.
- Ability to make useful suggestions.
- Ability to establish and maintain relationships.
- Ability to apply reason and logic to identify strengths and weaknesses of possible solutions.
- Ability to identify problems and determine effective solutions. Ability to monitor and assess employees, clients and effectiveness of service.
- Ability to communicate written and oral information so others understand.
- Ability to listen and understand the spoken word.
- Ability to work independently and in cooperation with others.
- Ability to determine or recognize when something is likely to go wrong.
- Ability to provide advice and consultation to others.
- Ability to observe and recognize changes in participants.

## Physical and Mental Demands:

- Good physical and mental health.
- Physical ability to stand, walk, use hands and fingers, reach, stoop, kneel, crouch, talk, hear & see.
- Mental fortitude and stability to handle stress.
- Physical and mental ability to drive a vehicle.