



<b>Title</b> Developmental Home Program Supervisor	<b>Department</b> Developmental Home Program-All Areas
<b>Reports to</b> Chief Executive Officer	<b>FLSA Class</b> Exempt
<b>Supervises others</b> Yes	<b>Location</b> Phoenix
<b>SHIFT:</b> Schedule will be determined by the CEO and will vary to meet the needs of the program. Days of the week may vary; evening and weekend hours as necessary.	
<b>POSITION SUMMARY:</b> The Developmental Home Supervisor oversees the operations of the CDH/ADH program throughout Arizona and monitors workers for compliance and best practice. This position ensures timeliness of reports and intervenes in problem area and provides consistency and knowledge of DDD to ensure program integrity and compliance statewide. This position may carry a caseload as needed.	
<b>ESSENTIAL FUNCTIONS:</b> <ol style="list-style-type: none"> <li>1. Assigns cases to DHP support specialists.</li> <li>2. Reviews cases on a regular basis for quality and ethical practice.</li> <li>3. Evaluates and maintains records regarding the quality of job performance and service delivery of all support specialists.</li> <li>4. Reviews and approves employee expenses.</li> <li>5. Provides interventions to address substandard performance or service and reports substandard performance to CEO.</li> <li>6. Meet with DHP Support staff on a monthly basis as a group.</li> <li>7. Oversees placement of DHP clients in homes.</li> <li>8. Intervenes in client emergency calls when support specialists are not available.</li> <li>9. Performs tasks prescribed as Quick Connect Supervisor within time frames required.</li> <li>10. Reviews all case openings, renewal and closures prior to closure.</li> <li>11. Reviews all incident reports.</li> <li>12. Reviews all BTP (Behavior Treatment Plans) for approval in each county.</li> <li>13. Review client progress reports.</li> <li>14. Performs administrative tasks in Focus along with DHP Coordinator.</li> <li>15. Oversees provider payments and rates.</li> <li>16. Review and respond to billing issues as needed.</li> <li>17. Monitors program for contract compliance in timeliness of reports and visits.</li> <li>18. Provides training and clinical support to support specialist.</li> <li>19. Responsible for coordination and/or development of DDD recruitment activities.</li> <li>20. Represents HRT at regional DDD meetings regarding contracts and QVA.</li> <li>21. Attends Special KIDS meetings.</li> <li>22. Promotes program growth.</li> <li>23. Participates in Site and/or Company community events as required.</li> <li>24. Assists other staff members with client coverage during leave and emergency situations.</li> <li>25. Carries a caseload as needed.</li> </ol>	
<b>MARGINAL FUNCTIONS:</b> <ol style="list-style-type: none"> <li>1. Other duties as assigned, verbally or in written form.</li> </ol>	

**MINIMUM QUALIFICATIONS:**

1. Bachelors' Degree in Social Work, Psychology or Human Services or related field and five years' experience with developmental disabilities, child welfare services and/or social services required or ten years' experience with developmental disabilities if no degree achieved.
2. Ability to obtain and maintain a valid unrestricted Level One Fingerprint Clearance Card.
3. Must meet the requirements to be a safe transporter and driver. Must possess a current Arizona State Driver's License and have an acceptable driving record for the past three (3) years. Must have personal vehicle liability insurance and vehicle registration as required.
4. Must be able to pass a DES Clearance with no substantiated reports.
5. Must obtain and maintain Article 9 certification.
6. When required, the ability to pass a criminal background clearance check, drug screen, and if requested a physical exam.
7. Must be able to work a flexible schedule.
8. Must be able to maintain a high level of confidentiality.
9. Must obtain and maintain CPR and First Aid certification.

**KNOWLEDGE**

1. Strong knowledge of overall company operations and policies and procedures.
2. Strong knowledge of Arizona developmental disability programs, rules and regulations.
3. Strong knowledge of program development.

**SKILLS**

1. Demonstrated ability to manage multiple people and projects.
2. Strong time management skills.
3. Uses independent discretion and judgment when carrying out responsibilities.
4. Ability to function independently and as a member of a team in a multi-task environment.
5. Must have excellent oral and written communication skills.
6. Must have excellent organizational skills.
7. Proficient in the use of computers and associated software.

**PERSONALITY/OTHER**

1. Ability to build and maintain positive internal and external relationships.
2. Ability to provide exemplary customer service to all employees and outside constituents.
3. Must be flexible and able to handle multiple priorities, with the ability to adjust to high pressure and rapidly changing business conditions.

**WORK CONDITIONS and PHYSICAL REQUIREMENTS:**

This section identifies "Physical Requirements" of a particular job. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who pose a direct threat or significant risk to the health and safety of themselves or others in the workplace, because physical requirements cannot be eliminated or reduced by reasonable accommodation, will not be considered qualified for employment. Notify the Program Director if you require any accommodation(s) to perform any of the essential functions of this position.

This position will require exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Physical Requirements	Conditions
<input checked="" type="checkbox"/> Climbing <input checked="" type="checkbox"/> Balancing <input checked="" type="checkbox"/> Stooping <input checked="" type="checkbox"/> Kneeling <input checked="" type="checkbox"/> Crouching <input checked="" type="checkbox"/> Reaching <input checked="" type="checkbox"/> Standing <input checked="" type="checkbox"/> Walking <input checked="" type="checkbox"/> Pushing <input checked="" type="checkbox"/> Pulling <input checked="" type="checkbox"/> Lifting <input checked="" type="checkbox"/> Grasping <input checked="" type="checkbox"/> Seeing <input checked="" type="checkbox"/> Hearing <input checked="" type="checkbox"/> Talking <input checked="" type="checkbox"/> Tactile sense <input checked="" type="checkbox"/> Repetitive motions <input checked="" type="checkbox"/> Visual acuity (color, depth perception and field of vision) <input checked="" type="checkbox"/> Minimum of 1 hour of continuous driving per trip	<b>Environment:</b> <input checked="" type="checkbox"/> Noise <input checked="" type="checkbox"/> Extreme temperatures <input checked="" type="checkbox"/> Wet and/or humid <input checked="" type="checkbox"/> Dust <input checked="" type="checkbox"/> Limited/office environment <b>Hazards:</b> <input checked="" type="checkbox"/> Physical Activities <input checked="" type="checkbox"/> Volatile clientele <input checked="" type="checkbox"/> Potential exposure to contagious diseases due to frequent interaction with clientele

**IMPORTANT NOTICE:**

This position is not limited to those duties in the job description. Duties and responsibilities can be changed, expanded, reduced, or deleted to meet the business needs of Human Resource Training, Inc.. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

All employees of this Company are employees at will and, as such, are free to resign at any time without reason. The Company, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. Nothing contained in this document or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time.

**ACKNOWLEDGEMENT:**

I have read and understand the contents of this Position Description. I also acknowledge that it is my responsibility to notify the Human Resources Manager if I require an accommodation to perform any essential function(s) of this position.

I do\*  or do not  require an accommodation to perform the essential functions of this position.

\* Employee Completes the Request for Accommodation Form.

**Prepared by:** Jennifer Kacprowicz, PHR, SHRM-CP  
**Title:** Director of Human Resources

**Approved by:** Sally Jones, LCSW  
**Title:** Chief Executive Officer

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature