



POSITION DESCRIPTION

The mission of the Belmont - Harrison - Noble County Boards of Developmental Disabilities is to encourage, support, and respect people on their journey through life.

POSITION TITLE:	Community Supports Supervisor				
DEPARTMENT:	Community Supports				
REPORTS TO:	Director of Community Supports				
EMPLOYMENT STATUS:	Contract Exempt	Full-time	2080 hours/year	EFFECTIVE DATE:	April 2025

MINIMUM QUALIFICATIONS

1. Bachelor's Degree or Graduate Level Degree from an Accredited College or University
2. Has at least four years of full time (or equivalent part-time) supervised, paid work experience in programs or services for individuals with developmental disabilities.
3. At least 1 year of supervisory experience preferred.
4. Certification – Services and Support Administration per OAC 5123:2-5-02
5. Strong Computer skills; knowledge of Microsoft Office software
6. Satisfactory comprehensive background checks pursuant to OAC 5123:2-2-02
7. Valid driver's license

GENERAL DESCRIPTION

Under the general supervision of the Director of Community Supports, provides oversight and supervision to assigned Community Supports Coordinators within the BHN Alliance and provides service coordination for children ages 3-18 served by the community supports department in Belmont, Harrison, and Noble counties.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

1. Works with Community Supports Coordinators in resolving daily issues and challenges, providing support in all areas of assigned Community Supports Coordinator duties. Coordinates caseload coverage as necessary.
2. Completes all essential functions, duties, and responsibilities of a Community Supports Coordinator for an assigned group of children.
3. Works collaboratively with the Community Supports Coordinators in revising ISPs and outcomes as needed.
4. Reviews self-directed and specialized service needs and determines budget for local funds.
5. Monitors and guides Community Supports Coordinators response and follow up to UI's and MUI's as needed.
6. Ensures that Community Supports Coordinators fulfill staff development requirements through oversight of orientation training and annual training. Works with other departments in developing needed training.
7. Facilitates training during weekly Community Supports Coordinator's meetings and requests CPDU's to meet annual and ongoing training requirements.
8. Fosters Community Supports Coordinators professional growth by answering questions, providing guidance, offering support through meeting participation, providing ongoing feedback, and assisting with documentation completion as needed.
9. Reviews weekly task reports to ensure Community Supports Coordinator's completion and follow-up.
10. Reviews samples of TCM to ensure correct documentation and address follow up as necessary.
11. Performs Community Supports Coordinator New Hire Orientation and ongoing training.

12. Assists in the development of training designed to meet the professional growth requirements for Community Supports Coordinator's.
13. Reviews ISP's as needed to ensure person centered principles, outcomes, content, and thoroughness and ensures risks are addressed.
14. Verifies through supervision and review of all systems of monitoring and quality assurance that people served have a mechanism to express their satisfaction.
15. Facilitates implementation of new processes via guides or forms, housed in Brittco.
16. Ensures Community Supports Coordinator's understand rules, regulations, statute, Medicaid requirements, Administrative Rules, and county board policies to maintain ongoing compliance.
17. Completes employee evaluations with other team members within the established timeframes.
18. Ensures that everyone receiving services has a designated person who is responsible on a continuing basis for providing the individual with representation, advocacy, advice, and assistance related to the day-to-day coordination of services in accordance with the individual's service plan.
19. Ensures policies and procedures applicable within the Community Supports Department align with Ohio Administrative Rule changes adopted by DODD.

OTHER RELATED DUTIES AND RESPONSIBILITIES

1. Maintain Certification per OAC 5123:2-5-02 which includes continuing professional education hours.
2. Follows all policies and procedures of the Belmont-Harrison-Noble County Boards of DD as well as all laws applicable to the position.
3. Maintains necessary records and completes reports in a timely and accurate manner.
4. Represents the Community Supports team on standing and ad hoc committees within the organization.
5. Attends meetings and conferences as requested.
6. Performs other related duties as required.

EXPECTATIONS

1. *Time Management* - Evaluates and prioritizes tasks to maximize the efficiency of every task. Establishes routine procedures to ensure frequent contact with all individuals served. Imposes self-discipline to prevent wasted time in non-productive activities.
2. *Problem Solving/Decision Making* - Operates with a proactive approach to service coordination, staying aware of all issues and taking appropriate actions to minimize and prevent issues from developing into problems. Utilizes applicable rules, regulations, and policies as a foundation for decision making. Gathers all relevant information and explores all possible options. Facilitates timely ISP meetings to ensure availability and inclusion of all ISP team members in problem solving and decision-making processes.
3. *Communication* - Promotes a welcoming and eager to serve atmosphere. Maintains open and respectful communication exercising professionalism as a representative of this agency in all external and internal communications, both written and oral. Employs conscientious listening skills to truly understand the needs and wants of individuals and families.
4. *Team Effort/Cooperation* - Works collectively with all members of the team as a cohesive unit, displaying the ability to take initiative in leading as well as supporting, utilizing the individual strengths of each member. Provides and accepts constructive criticism in a respectful manner. Works at all times to promote the philosophy and mission of the organization.

UNUSUAL WORKING CONDITIONS

1. May be exposed to blood borne pathogens, communicable diseases, and/or aggression in situations of personal conflict or crisis.
2. May be requested to lift, carry, and move individuals, including children, adolescents, and adults in a safe manner, according to in-service training.
3. Works a flexible schedule to meet the needs and desires of individuals and families served.

This position description serves as an overview of the position and in no manner states or implies that these are the only duties and expectations required. Administration reserves the right to modify the contents of this document at any time. By signing, employee certifies that he/she has reviewed the position description and is aware of the duties and expectations of the position.

SUPERVISOR SIGNATURE:

DATE:

EMPLOYEE SIGNATURE:

DATE: