



DSP Supervisor-HCBS

The Opportunity Tree Vision

The Opportunity Tree is committed to promoting the development of a society that fully embraces individuals with intellectual and developmental disabilities through inclusion, advocacy, and opportunities.

The Opportunity Tree Mission

To provide quality individualized services to people with intellectual and developmental disabilities in dynamic and innovative environments.

Department:	Home and Community Based Services	Location:	Phoenix,CasaGrande, Maricopa
Reports to:	Program Manager-HCBS	Supervises:	DSP
FLSA Status:	Non-Exempt	Employment Status:	Full-time
Benefit Status:	Eligible	Pay Level:	PR-2

Job Summary: The DSP Supervisor-HCBS directs the work of the DSP to support and assist Members with developmental disabilities in developing/enhancing basic living and other life skills, promoting independence and individual choice.

Essential Job Functions:

1. Supervision of DSP-HCBS work, schedules, and timekeeping approvals.
2. Responsible for DSP-HCBS schedules to include scheduling vacant shifts and daily call-outs received with PTOC staff first.
3. Complete MOTS checklist for individualized training for new staff or re-assigned staff.
4. Supervision of the Members' health, safety, and security to include assistance with Activities of Daily Living (eating, bathing, dressing, toileting, ambulation, and continence).
5. Coordinates the instruction and supervision of the Members in appropriate basic activities of daily living skills and recreational events in accordance with the Person Centered Plan.
6. Encourage the Members to develop and maintain positive interpersonal skills.
7. Coordinate transportation, transport, and/or accompany according to their Person Center Plan.
8. Ensure proper medication procedures are followed for the Members.
9. Ensure physicians' orders are implemented correctly.
10. Responsible for developing/assisting to develop, implementing, documenting, and monitoring of each Member's program.

11. Responsible for the data collection and reporting on a quarterly basis.
12. Responsible for communicating progress and issues in a timely manner to the appropriate staff.
13. Responsible to maintain all other records/paperwork and submit documentation per assigned timelines.
14. Perform daily job duties in a safe and healthy manner, including the use of proper techniques when lifting individuals, household items, and completing first aid/CPR as needed.
15. May work in the function of a DSP-HCBS.
16. Maintains confidentiality of information regarding Members and The Opportunity Tree.
17. Advocate on behalf of the Members and their families to ensure individuals with intellectual and developmental disabilities have a voice.
18. Compliant with attendance rules.
19. Promote and maintain a collaborative and respectful working environment and a line of communications with all stakeholders of The Opportunity Tree.
20. Comply and enforce the Policies, Procedures, and Regulations of The Opportunity Tree.
21. Other job duties as assigned.

Job Requirements:

Minimum of 18 years of age

1. Current driver license with Non-Restricted Motor Vehicle Record and compliance per the requirements of The Opportunity Tree's insurance carrier.
2. Communicate in English; speech, write and read.
3. Experience: Three (3) months required in the Intellectual and Developmental Disabilities (IDD) field.
4. Education: High school diploma or GED.
5. Knowledge: Beginner MS Outlook, MS Word, MS Excel, web browsing
6. Personal enthusiasm for participation in a non-profit organization, which provides services to individuals with intellectual and developmental disabilities.
7. Positive attitude and ability to represent The Opportunity Tree effectively in the community. Ability to work collaboratively as a team member with Members, staff, families, funders and stakeholders.
8. Successful completion and maintain all required training which may include CPR, First Aid, and Prevention and Support.

9. Successfully meet AZ-DPS requirements for Fingerprint Clearance Card.
10. Reliable transportation and possible travel for The Opportunity Tree business.
11. Skills to include but not limited to knowledge of principles in staff interaction, task productivity, time management, problem identification and resolution administration.

Work Environment:

1. Lift/carry/transfer minimum of 40 pounds.
2. Bend, kneel, and stoop.
3. Pushing or pulling of wheelchairs.
4. Reach/ reach overhead.
5. Walk/stand for extended periods.
6. Sit for extended periods.
7. Finger/hand/wrist dexterity to eye.

ACKNOWLEDGEMENT:

- I understand this job description and its requirements and that it may not be an exclusive list of all job functions.
- I understand that I am expected to complete all duties as assigned.
- This job description is subject to change at any time with or without notice.
- I acknowledge that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Employee Name: _____ Date: _____
(Print)

Employee Signature: _____