

Shift Supervisor

Location: Missoula, MT

Job Type: Full Time

Wage: \$10.30/hr

Closes: Open until filled

ORI is seeking a qualified individual responsible for assisting individuals with disabilities in their day-to-day living needs, including: habilitation, building community and family/friends supports, supervision, health and safety, enhancement of quality of life, and supervision of other staff in the absence of the Coordinator.

Position available:

1. Tuesday and Wednesday: 3 pm - 8:30 pm, Thursday and Friday: 2 pm - 9 pm and Saturday: 9 am - 2 pm.
2. Wednesday - Saturday: 12 pm - 10 pm.
3. Sunday - Wednesday Noon - 10 pm.
4. Thursday - Sunday: 12 pm - 10 pm.
5. Tuesday and Wednesday: 2 pm - 9 pm, Thursday and Friday: 3 pm - 10 pm and Saturday: 9 am - 9 pm.

Qualifications

- High School Diploma or equivalent.
- Experience working with individuals with disabilities preferred.
- Satisfactory completion of the duties of a Direct Support Professional or equivalent position preferred.
- Supervisory experience preferred.
- No record of abuse/neglect or exploitation of others.
- Must have or obtain a valid Montana Driver's License, an acceptable driving record and proof of private auto insurance in compliance with Montana State law within 1 month of hire.
- Must have or obtain Medication Certification within 30 days of hire.
- Must have current proof of negative TB test result.

Description

- Provides direct assistance and supervision to individuals and staff.
- Supervises and participates in ensuring the safety and cleanliness of home/apartment.
- Writes/designs assessments, individualized planning, and skill training and behavioral deceleration programs, including recording data.
- Gathers and presents data, develops, and implements individual objectives.
- Creates and uses adaptive devices.
- Observes and reports all health and medical needs of the individuals to their supervisors and keeps appropriate parties informed of the individual's well being.
- Assists individuals in the self-administration of medications, documents and assures that medications are taken.
- Assists individuals in arranging for and accompanying them on outings, in making purchases, and providing opportunities for community integration and inclusion.
- Participates in menu planning and shopping, preparation of meals with individuals in accordance with established menus, and assists individuals in clean up afterwards.
- Documents in writing and reports suspected incidents of abuse, exploitation, and neglect to APS and the Director of Services.
- Writes incident reports for events that affect the health and safety of individuals.
- Transports individuals to community events/outings and work.

- Uses least restrictive alternatives when handling behavioral incidents not covered by a written program.
- Provides orientation and in-service training to new staff as assigned.
- Assigns work to staff as specified by the Coordinator or as needed to most effectively meet the needs of the individuals during any given shift.
- Monitors and evaluates staff performance, following employee performance appraisal guidelines.
- Recommends and participates in disciplinary action for staff.
- Monitors shift time sheets for accuracy.
- Conducts and documents fire drills and emergency procedures, as necessary.
- Ensures that outside areas of homes are orderly and well kept, such as, but not limited to: lawns mowed, yards watered, sidewalks and driveways shoveled.
- Assists individuals with managing finances and personal monies e.g. food stamps, check books, petty cash, paying bills.
- Performs other job-related duties as assigned.