

Northern Will County Special Recreation Association

JOB TITLE: Program Supervisor – Adult Day Program

Hours: Mondays and Fridays 8:45am – 3:15pm with availability as early as 7:45am and as late as 4:15pm for morning and/or afternoon transportation.

NARRATIVE: Primarily responsible for the organization, planning of activities and supervision of all daily program activities. As well as responsible for the transportation of program participants, staff and volunteers to and from program sites, event locations and/or established pickup/drop off points as required. A part-time position.

QUALIFICATIONS: Minimum of twenty-one years of age. Minimum two years of experience working with adults with special needs. Must demonstrate leadership, dependability, punctuality, integrity and flexibility in the work environment. First Aid/CPR certification required. Handle with Care certification required. Must be able to attain certifications within six months. A valid state of Illinois Driver's License with a good driving record and driving experience is required.

IMMEDIATE SUPERVISOR: Full Time Staff Contact

DUTIES AND RESPONSIBILITIES:

Essential Functions:

- Arrive at your scheduled time or 15 minutes before the start of the program.
- Attendance is mandatory on scheduled work days.
- Coordinate the planning and implementation of appropriate recreational activities for the assigned adult day program. Activities must be ready to begin at the start of the day and throughout the day. Must have rainy day activities planned.
- Monthly calendars of program activities are sent to parents at the end of each month and must be turned in and approved by Staff Contact the last Monday of each month. Copies will need to be distributed during program to parents and staff.
- Staff assignments to be completed on a daily basis. Oversee staff and participant assignments.
- Responsible for obtaining, storing, maintaining an inventory of supplies and equipment.
- Communicate with participants, parents/guardians, supervisors, day program staff, and others effectively. Check day program participants' possessions, including backpack for notes from parents/guardians.
- Perform all job tasks within the guidelines of the agency's safety program.
- Assurance of safety for participants at all times.
- Active participation in programs, which may include swimming, sports or other action-based activities.
- Enforce rules and regulations with participants.
- Communicate with staff on a regular basis.
- Supervision of individuals with disabilities, including behavior management, personal care and assisting with daily living skills (i.e. feeding, toileting, clothing assistance).

- Assisting individuals in wheelchairs—including lifting and transferring from chair-to-seat and pushing people in wheelchairs. Assist with the wheelchair lift and wheelchair tie-downs in the NWCSRA vehicles.
- Assist in the general clean-up of facility.
- Attend all meetings, orientations and trainings sessions.
- Know and be able to activate the Missing Persons procedures.
- Must be able to transition the participants safely and effectively during programs.
- Must follow, administer and implement NWCSRA's policies and guidelines.
- Record and report hours worked to NWCSRA each pay period.
- Record, track and organize information on participant attendance, monies and receipts. Promptly return monies, credit cards and receipts for it to be properly reconciled.
- Complete appropriate forms and reports on participants and for the program such as program summary reports, behavioral management plan, emergency plans, head counts, incident reports and other important documents.
- Communicate all accidents/incidents to the Full Time Staff Contact within 24 hours.
- Conduct routine documented safety inspections of their designated areas of responsibility.
- Actively support the NWCSRA Safety Program.
- Perform other duties and responsibilities as assigned.

Marginal Functions:

- Supervise emergency procedures and facility evacuation.
- Respond to participants' complaints and concerns.
- Be a mandated reporter for the "Abused and Neglected Child Reporting Act".
- Assist day program staff and volunteers when needed.

PSYCHOLOGICAL CONSIDERATIONS: Must be able to work with participants with disabilities, resolve problems with participants, parents and staff, handle emergency situations and remain in control of program while looking out for the safety of the participants. Must be a positive role model for participants and staff and be able to demonstrate leadership qualities.

PHYSIOLOGICAL CONSIDERATIONS: May require active physical exertion, with lifting and carrying participants in and out of wheelchairs and other equipment, crouching to safely lift participant or equipment up to 40 pounds (over 40 pounds requires a two person or mechanical assistance), sitting intermittently between 20 – 25 hours/week at a desk and in vehicle as well as considerable walking, stooping, bending, reaching, standing and playing activities such as bowling, sports and swimming. May be exposed to flammable materials used in cooking on a grill. Must be able to hear, speak and see for communication, instructional and safety purposes.

ENVIRONMENTAL CONSIDERATIONS: May be exposed to all types of weather conditions.

COGNITIVE AND SAFETY CONSIDERATIONS: Must be able to work with adults, be a quick thinker, be organized, be dependable, supervisory skills and show good safety awareness and judgment. Must be able to communicate with parent/guardian of the participant about program and conduct issues as well as staff.

11/15/2018