



Job Description

Job Title: House Supervisor
Department: Client Services
Reports to: Residential Manager

Summary:

The House Supervisor directs and manages the operations and activities of a single group residence to comply with all rules, regulations, and policies that apply. The House Supervisor is responsible for supportive supervision and oversight of Direct Care Staff, as well as a variety of duties related to the overall care of individuals with developmental disabilities who reside in Acorn Healthcare Services residential programs. This includes direct support of program individuals and implementation of individual plans (IPs) and behavior support plans (BSPs). House Supervisors are required to perform all duties in accordance with Home and Community-based Services (HCS) requirements and Acorn Healthcare Services policies and procedures.

Essential Duties and Responsibilities:

- Provider supports and supervision to people served in all settings;
- Supports Direct Care Staff (DCS), ensuring assigned duties are completed;
- Sets DCS schedules;
- Attends and leads meetings and training sessions as required by Acorn Healthcare Services, including those related to individual IPs, BSPs, Individual-Specific Needs, and RN Delegation;
- Assists and documents implementation of plan goals, targeted behaviors and interventions;
- Ensures cleaning and maintenance of the home is completed as needed;
- Ensures each client's rights are protected;
- Treats clients and coworkers with dignity, respect, and fairness;
- Administers medications to clients as assigned;
- Observes clients for any changes in behavior or health that may have resulted from medication administration;
- Ensures clients are dressed neatly and appropriately and are groomed at all times;
- Completes grocery order/shopping weekly, within prescribed budget;
- Prepares nutritional meals based on individual needs and preferences;
- Keeps residence - both interior and exterior - and resident personal space clean, organized, and tidy and encourages participation in home beautification and upkeep as appropriate;
- Observes clients for evidence of injury or bruises and evaluates for changes in emotional and physical status;
- Reports any noted problems to the Residential Manager immediately and completes a written incident report form;
- Reports all medical related incidents to the Residential Manager and/or the delegating nurse;
- Maintains confidentiality;
- Collaborates with Residential Manager and/or Administrator to accomplish purchasing for the home and for individual personal needs;
- Provides support to other team members when individuals are experiencing behavioral issues;
- Provides accurate and timely documentation of all program data, including but not limited to: individual plan data, behavior support plan data, service delivery logs, health data (seizure charts, bowel movements, intake/elimination, vital signs, etc.), individual funds requests, mileage logs, maintenance request forms, and supply acquisition forms;
- Ensures Medication Administration Record (MAR) entries are completed accurately;
- Reviews shift communication logs daily;



- Addresses reports of unsafe conditions, environment, and equipment, reports resolution to the Residential Manager;
- Follows safety protocols to foster a safe working environment; and
- All other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Excellent verbal and interpersonal communication skills; ability to communicate clearly with clients and staff members.
- Ability to work in a demanding environment and handle multiple tasks efficiently and effectively.
- Ability to understand and follow directions from supervisor and the ability to gain comprehensive knowledge of regulations and laws.
- Ability to safely and accurately care for people with medical and mental disabilities and to recognize and report any noted concerns.
- Ability to adjust to changing priorities and the various details of the job.
- Ability to work with minimal supervision.
- Must have reliable transportation.
- Must have a basic understanding of intellectual and developmental disabilities.
- Must be organized, attentive to detail, and have effective problem-solving skills.
- Must be independent and able to manage crises.
- Must be excellent with follow up and deadline achievement.
- Must be compliance and mission driven.
- Must demonstrate the ability to professionally represent Acorn Healthcare Services at all times.

Education/Experience:

High School Diploma or GED is required and two years of group home experience. Must have a valid Texas Driver License with a good driving record. Must be able to pass a background check per HCS requirements.

Working Conditions and Environment

- Works in group residences and the Acorn Healthcare Services office, with some travel required.
- Normal workweek will be 3 pm – 11 pm, Monday through Friday, unless otherwise specified.
- Ability to work hours as needed. This includes nights, weekends and evenings. Schedule may change with very little notice.

Employee Signature _____ Date _____

Administrator/Program Director Signature _____ Date _____