**Unique People Services Job Description**

**Job Title**: Prevocational/Supported Employment Supervisor

**Department**: Developmental Disabilities

**Reports To**: Managing Coordinator of Day Services

**Prepared By**: Managing Coordinator of Day Services

**Revised**: December 21, 2016; 5.10.18

**Summary**

To supervise and deliver prevocational and Supported Employment services as per the need of the individuals in an effort to meet vocational outcomes.

**Essential Duties and Responsibilities** *include but are not limited to the following:*

* Overseeing and performing day-today administrative functions within Prevocational and Supported Employment Services (SEMP) program relative to implementation of Unique People Services policies and procedures as set forth by OPWDD.
* Attends all monthly meetings as directed by Unique People Services (UPS) administrators.
* Attends all program surveys and in conjunction with the managing coordinator (Program Director) formulates and compares a written plan of action for program audits and assures follow through.
* Works with Central Office Human Resources, Fiscal Department, Operations, Developmental Disabilities administrative staff, and Facilities Maintenance to ensure staffing, equipment, materials, and supplies are appropriate and sufficient to guarantee the therapeutic and well-being of the individuals.
* Monitor all prevocational and SEMP programs to ensure applicable laws, regulations, policies and procedures are made available to staff.
* Assisting managing coordinator with the development of prevocational and SEMP services.
* Ensures Prevocational and SEMP programs are appropriately staffed with support from HR hiring process.
* Ensures that staff training is done in a timely manner.
* Enforces progressive discipline based on Unique People Services policies and procedures for Prevocational and SEMP Services.
* Oversees adequate implementation of all habilitation plans and behavioral services.
* Maintain records of all fiscal resources and ensure it is adequate.
* Monitor program billing and ensure it is submitted to fiscal by due date.
* Creates Prevocational and SEMP plans to fit the need of the individual.
* Ensure all stakeholders and provider programs are receiving data and reports in a timely manner.
* Ensure all guidelines to governing bodies are being adhered to.
* Monitor transportation needs.
* Monitor administrative log books.
* Provide support and guidance to staff in managing incidents; while ensuring complete, thorough and timely reporting of all incidents.
* Provide support with all prevocational and SEMP services along with all entities including but not limited to assuring timely billing, staff training, and staff attendance.
* Providing oversight, support and supervision to all pre-vocational and SEMP staff in completing their Essential Duties and Responsibilities.
* Additional responsibilities as deemed necessary and appropriate by the managing coordinator of Day Services and or those in direct supervision to this position.

**Competencies:** Knowledge of Developmental Disabilities, ability to work independently, ability to request assistance when needed to further the well-being of assigned individuals under the supervision of the program. Must be able to work as the team leader and an effective team member ensure the well-being of the individuals.

**Qualifications:** To perform this job successfully, an individual must be able to perform each duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Able to provide supervision and training for all basic daily living skills to individuals with developmental disabilities. Ability to make informed judgement on decisions and communicate them effectively to staff within the program. Positive attitude towards working with the disabled. Able to work with other staff, families, individuals and neighbors. Able to teach basic skills encourage positive interactions among individuals, encourage community integration and socialization, ability to set a positive example to individuals and staff regarding basic socially acceptable skills.

**Education and/or Experience:** a high school diploma or equivalency. Minimum of two years’ experience working with disabilities and progressive supervisory experience in DD or related fields. Two years delivering behavioral intervention services to individuals with DD including the implementation and monitoring of behavioral protocols.

**Language Skills:** Good communication skills, written as well as verbal Bi-lingual if needed, ability to learn sign language where needed.

**Computer Skills:** Able to perform simple functions within the computer such as data entry and basic work programs within Microsoft Suite, IRMA, RIA, CHOICES, Core Competencies and other programming as necessary to complete required duties. Basic routine documentation of individual’s progress.

**Certificates, Licenses, Registrations:** Must be cleared through criminal background check and fingerprints, NYS Driver’s License; (AMAP, CPR, First Aid, SCIP-R *will train*)

**Physical Demands:** Able to assist an individual physically (possible lifting involved) in an emergency or as needed. Able to drive a multi-passenger vehicle with Individuals and staff on board.

**Work Environment:** Able to tolerate a loud and busy environment. Able to encourage positive attitudes toward individual’s capabilities, and limitations due to his/her disabilities. Able to adjust to an ever changing work environment due to new regulations, budgetary cuts or expansions.

This job description reflects management assignments of essential and secondary functions. It does not prescribe or restrict the tasks that may be assigned. Tasks are subject to change at any time due to reasonable accommodation or other reasons and any other.

E-mail resumes: recruit@uniquepeopleservices.org with Word document attachments.

Only applicants being considered for an interview will be contacted.

Unique People Services is an Equal Opportunity Employer.