

Adult Day Training Supervisor

Open: January 29, 2025 [REDACTED]

Job Title: Adult Day Training Supervisor

Job Status: Full-Time

Department: Community Rehabilitation Services/Life Transitions

Direct Report: CRS Manager/Life Transitions Asst. Mgr.

Executive Report: Director of Services

JOB SUMMARY

Supervising adults with intellectual and developmental disabilities in a social, leisure, and recreational based Adult Day Training setting.

Program Supervision-direct supervision and training to improve and maintain clients independent daily living skills and functioning. Assist in organizing and planning daily activities throughout the day. Provide individualized and group, social, leisure, and recreational activities to meet the needs of the clients. (i.e. self-help skills, interpersonal, social and adaptive skills.) Assist with client personal care needs. (i.e. meal prep, toileting, hygiene.)

Case Supervision-formulate, implement, and maintain individual goals/objectives and client program plans. Keep related documentation and communication within regulation parameters.

Community Access-organizing and supervising community activities to increase opportunities for community inclusion.

This is NOT a remote work position.

DUTIES AND RESPONSIBILITIES

- Implement plans of care and behavior management plans for persons served.
- Implement individualized and/or group training programs that meet the needs of clients and referral/, funding sources. i.e.: self-help skills, communication development, interpersonal, social, and adaptive skills.
- Assist persons served with personal care needs.
- Assist with meal prep. i.e. warming food, plating, cutting into sizeable portions.
- Organizing and supervising community activities.
- Maintain adequate documentation related to individualized and/or group training provided.
- Maintain adequate documentation related to goals/objectives, plans of care, and monthly summaries.
- Provide resource assistance to other facility staff as needed.
- Maintain day sheets/records as assigned for caseload.
- Orient new clients to programs as assigned.
- Convey a positive image of BAWAC.
- Safety/Health/Housekeeping.
- Completing other Life Transitions Supervisor responsibilities and duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Qualified candidates must have strong people skills.
- Ability to communicate effectively in verbal and written English.
- Ability to perform direct demonstration training for a client population diagnosed with developmental and intellectual disabilities.
- Assist persons served in carrying out daily living skills.
- Physical stamina to assist clients with disabilities, i.e. assist with transitioning, etc.

Adult Day Training Supervisor

- Must be able to bend, crouch, squat, and be able to push wheelchairs without restriction.

EDUCATION AND EXPERIENCE

- Bachelor's degree in human services related field and/or experience in areas directly related to the position preferred.
- Prior experience working with people with disabilities a plus.
- Strong computer aptitude

BENEFITS

- Health Insurance
- Dental & Vision
- 401-K
- Basic Term Life
- Short- & Long-Term Disability
- Paid Time Off & Holidays

BAWAC is an Equal Opportunity Employer