

## **RESIDENTIAL CARE FACILITY SUPERVISOR**

### **DEFINITION**

Under supervision of the Continuing Care Coordinator, will provide administrative support for the Sierra House Residential Care Facility; will monitor and replenish food and house supplies for facility; coordinate staff shift schedules and ensure appropriate level of staff coverage; monitor client compliance to treatment plan for activities of daily living (ADL's), personal hygiene, and socialization needs; will coordinate with the treatment team regarding client progress and treatment needs; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a general class series for the provision of a variety of administrative and basic support services for Clients residing at the Sierra House. This position does not require a professional license, but must pass finger printing and background check.

### **REPORTS TO:**

Deputy Director, Residential Care Facility/Drop-In Center - Continuing Care Coordinator

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Some general supervision of Peer Residential Care Facility Attendants and Residential Care Facility Attendants coordinated with Deputy Director and Residential Care Facility/Drop-In Center - Coordinator.

## **RESIDENTIAL CARE FACILITY SUPERVISOR - 2**

### **EXAMPLES OF DUTIES**

- Works in coordination with professional Mental Health and Behavioral Health counseling and nursing staff to facilitate client socialization and securing of basic needs.
- Monitors client situation and notifies supervisor or Mental Health and Behavioral Health Staff or Continuing Care Coordinator if client exhibits problematic behavior.
- Assists client with the development of independent living skills.
- Provides money management assistance.
- Facilitates social skill development and socialization activities as determined by client needs, interest, and abilities.
- Assists clients in participating in therapeutic social and recreational activities.
- Participates in planning development and evaluation sessions for clients.
- May have responsibility for development and implementation of a specific therapeutic activity may develop and conduct educational groups.
- Provide client transportation to and from program activities.
- Perform a variety of mental health program support assignments.
- Develops and coordinates shift schedules.
- Runs supply budget.
- Monitors and replenishes food and household supplies.
- And other related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Frequently stand and walk; normal manual dexterity and eye/hand coordination; lift and move objects weighing up to 25 pounds, corrected hearing and vision to normal range; written and verbal communication, use of office equipment including computers, telephones, calculators, copiers and FAX and ability to effectively communicate.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in a home environment; some work is performed outside; some exposure to communicable diseases; continuous contact with clients and the staff.

## **RESIDENTIAL CARE FACILITY SUPERVISOR - 3**

### **Knowledge of:**

- Basic knowledge of principles and trends of providing mental health services to clients.
- Guidelines, procedures, laws, regulations, and requirements for securing basic life services for clients.
- Social aspects and characteristics of mental and emotional disturbances.
- Various activities useful in the rehabilitation of clients with mental illness.
- Recreational activities.
- Scope and availability of community and mental health and behavioral health resources and services.
- Basic knowledge of principles, procedures, and techniques of basic bookkeeping and budgeting.

### **Ability to:**

- Perform a variety of client facilitation and support services.
- Develop and maintain the confidence and cooperation of clients and their families.
- Organize and coordinate activities with supervision.
- Assist with the monitoring of treatment plans.
- Maintain the confidentiality of client information.
- Prepare clear, relevant, and accurate reports as needed.
- Communicate effectively; both orally and in writing.
- Establish and maintain effective working relationships with staff and the public.
- Develop and maintain basic bookkeeping records for Sierra House.

## **RESIDENTIAL CARE FACILITY SUPERVISOR - 4**

### **TRAINING AND EXPERIENCE**

Required qualifications for this position:

One (1) year of experience with direct patient or client contact work in a mental health, alcohol and drug, medical or human service setting.

One (1) year experience equal to Lead Residential Care Facility Attendant.

Experience in a lead capacity is desirable.

### **SPECIAL REQUIREMENTS**

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

CPR certification, First Aid training, and ServeSafe certification are required.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.