JOB DESCRIPTION: SPURWINK SERVICES **Effective Date: 6/15/2015**	**Unit Supervisor**

* Denotes an Essential Function

Title: Unit Supervisor

Category: AS2

Code: 592

Minimum Education Requirements: High school diploma; Bachelor's degree preferred.

Minimum Experience Requirements:

1. Two (2) years previous residential treatment experience in field of behavioral health or education required.
2. Must have proven ability to nurture, manage, and develop relationships with clients.
3. Must have proven ability to work as a member of a treatment team and develop professional relationships with co-workers.
4. Must have a demonstrated high level of competency to perform RYFS responsibilities and demonstrated capacity to provide on-the-job direction/training to RYFS staff as needed.

Minimum Physical Requirements: Must be able to go up and down stairs, bend & lift, and perform therapeutic holds and escorts on a regular basis.

Duties and Responsibilities of the Position:

* 1. Perform the duties and responsibilities of the Residential Youth and Family Specialist (see RYFS job description).

* 2. Provide orientation, job shadowing, training to new RYFS's and Unit Lead. This includes coaching, training, modeling, and on the floor supervision/providing "in the moment" feedback.

3. Assist with development of activities; implement and participate in program activities and therapeutic groups. Responsible for client orientation and welcoming and coordinating discharge celebrations.

* 3. Act as positive role models for clients and direct care staff.

* 4. Provide oversight of scheduling staff coverage in the residences. Provide fill in and/or emergency staff when appropriate and/or as directed by the Program Director or designee.

* 5. Perform Therapeutic Crisis Intervention, including assuring fidelity to the client's ISP and ICBMP.

* 6. Administer medications and successfully complete medication administration training.

* 7. Ensure appropriate milieu documentation is completed by *Residential Youth and Family*

*Specialis*t and Unit Lead including but not limited to the IR's, milieu log, and daily client summary email.

* 8. Primary contact for parent/guardian requests, insuring follow through and investigation, if needed.

9. Provide orientation, job shadowing, and training to new RYFS's and Unit Lead. This includes coaching, training, modeling, and on the floor supervision/providing "in the moment" feedback.

10. Facilitate group and individual RYFS milieu and supervisory meetings. Conduct staff debriefing following client incidents.

11. Oversee the quality and presentations of the living units (interior and exterior), and vehicle maintenance,

12. In conjunction with the Program Director and Unit Director, complete evaluations of RYFS's, including providing performance counseling and following through and implementing any needed modifications or recommendations.

13. In conjunction with Unit Director, provide assistance in the hiring process of RYFS's and Unit Lead. This task will include conducting interviews and completing reference checks of prospective hires.

14. Monitor and schedule client off unit appointments (medical, dental, vision, etc…
Attend client treatment planning meetings (QUR, ISP, etc…)

15. Report observations and concerns identified in the milieu to the Program Director, Unit Director or Designee.

16. And those other appropriate assignments and responsibilities as directed by the Program Director and/or his/her designee.

Immediate Supervision: (*Kaufman) Unit Director*

Immediate Subordinates: *Unit Lead and RYFS*

Schedule of Employment: Non-Exempt. In order to effectively discharge the responsibilities of the position, the schedule may include weekends and evening hours.

Other: As an employee of Spurwink Services, the Unit Supervisor is expected to adhere to the policies and procedures of Spurwink Services. He/she must keep client and employee health care information confidential, and in all other ways comply with Spurwink Services' policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA). Due to the nature of the work of educating, training, and treating clients from diverse backgrounds, staff at Spurwink Services are required to be trained initially and annually in good health practices, communicable illnesses, and universal precaution procedures. By virtue of the responsibilities of this position, it is reasonably anticipated that the Residential Milieu Supervisor may be exposed to blood or other potentially infectious materials. Therefore, he/she will receive blood borne pathogens training (including training regarding Hepatitis B) and will be offered the Hepatitis B vaccination series upon hire. He/she must maintain a clean driving record as outlined in Spurwink's Driving policy.

General Sign Off: The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

_____
Employee Name (Please Print)

_____ _____
Employee Signature Date