

Embrace Life Services
Residential Coordinator
Job Objective:
The Residential Group Home Supervisor is responsible for the overall management and well-being of individuals with developmental disabilities residing in a group home setting. This role involves providing support, supervision, and coordination of daily activities to ensure a safe, nurturing and inclusive living environment for our members.
Terms of Employment:
Embrace Life Services employment opportunities are offered at an “At-Will” Agreement. At-Will is defined as a mutual consent of the employee and Embrace Life Services. While Embrace Life Services has every hope that the employment relationship will be mutually beneficial and rewarding, employees and Embrace Life Services (or its successor) each retain the right to terminate the employment relationship at will, at any time, with or without cause.
General Qualifications:
<p>These qualifications are to ensure that the applicants possess the necessary skills, knowledge and experience to effectively perform the responsibilities of the role. Qualifications help in identifying suitable candidates who can contribute to the organization’s missions and meet the unique needs of the position. The qualifications for the Residential Program Supervisor are as follows.</p> <ul style="list-style-type: none"> • High school diploma or equivalent; bachelor’s degree in a related field preferred. • Experience working with individuals with developmental disabilities, preferably with supervisor or leadership responsibilities. • Strong knowledge of person-centered approaches and individualized care planning. • Excellent communication, interpersonal and problem-solving skills. • Ability to lead, inspire, and collaborate with a diverse team. • Passed certified training requirements set by DDD and ELS such as Article 9, CPR/First-Aid, Prevention and Support, Fingerprint Clearance Card and any other requirement that may be set in the future by both ELS and DDD. • Valid driver’s license and willingness to transport members for outings and appointments.
Environment/Working Conditions:
This is a full-time salary position that may require some evening and weekend work, depending on the needs of the company. All ELS group homes provide “24/7-365” care which may require supervisors to work various shifts, including evenings, nights, weekends and holidays and may exceed 40 hours a week not to exceed 16 hours a day, depending on the needs of the program. Occasional travel to the main office may be required for trainings and meetings. As the Residential Program Supervisor, you will report to the regional director.
Key Responsibilities:
<p>Resident Care and Support</p> <ul style="list-style-type: none"> • Provide direct care and support to individuals with developmental disabilities according to their individualized care plans. • Assist residents with activities of daily living, personal hygiene, and medical needs as required. • Promote residents’ independence, self-esteem, and community integration. <p>Staff Supervision and Leadership</p> <ul style="list-style-type: none"> • Lead and manage a team of direct support professionals and caregivers.

- Provide training, guidance, and ongoing feedback to ensure quality care and adherence to protocols.
- Foster a positive and collaborative team environment.

Program Implementation

- Coordinate and oversee daily activities, outings, and engagement programs for members.
- Ensure that program schedules and routines are followed and adjusted based on residents' needs.
- Implement therapeutic interventions and behavior support based on PCSP meetings.

Individualized Care Planning

- Collaborate with case managers, families, and healthcare providers to develop and implement individualized care plans.
- Document resident progress, incidents, and achievements in a thorough and accurate manner.
- Monitor and report any changes in residents' health or behavior.

Regulatory Compliance

- Ensure that the group home operates in compliance with all relevant regulations, licensing standards, and company policies.
- Maintain accurate and up-to-date documentation related to resident care and home operations.

Family and Third-Party Communication

- Establish and maintain positive relationships with residents' families, guardians, and advocates.
- Communicate regularly regarding member progress, activities, and any concerns.

Health and Safety

- Ensure the group home is maintained in a safe, clean, and organized condition.
- Implement safety protocols, emergency procedures, and medication administration as required.
- Address health and safety concerns promptly and effectively.

Pay-Structure/Monetary Incentives:

Starting rate: \$42,000-\$45,000 annual salary based on credentials
 Incentive: \$250 per monitoring score above 95% or \$500 for 97%. \$250 for staff training monitoring score above 95% \$500 for 100%

Acknowledgement:

By applying for this position. You acknowledge that you have read and understood the information provided in this job description. You also understand the responsibilities, qualifications, and pay structure outlined in this document may be subject to change at the discretion of the organization. Furthermore, you certify that the information you provided during the application process is true and accurate to the best of your knowledge.

Signature