** Madawaska Valley Association for Community Living**

**Mission:** Working together to improve the quality of life for people with intellectual disabilities.

**Vision:** We envision Madawaska Valley Association for Community Living as a Leader in providing service and supports that promote inclusion of all. We seek a community without barriers where people can achieve personal success and fulfill their dreams.

**Direct Support Supervisor Job Description/Competencies**

**Location:** All

**Reports to:** Manager

**Position Summary**

The paramount responsibility of every employee is to adhere to, and promote, our organizational Vision and Mission statements.

The Direct Support Supervisor will work directly with and on behalf of people who have a developmental disability, assisting them to articulate and achieve their personal outcomes. They will support individuals in their personal growth, assist them to participate in the community, and help them to enhance their general quality of life.

**DIRECT SUPPORT SUPERVISOR COMPETENCIES –** these are the standards specific to this role.

**Advocacy:** Advocacy is the desire and determination to champion a cause or issue and try to get others to support it. It recognizes the importance of amplifying the voices of the person/family and creating space for them to advocate on their own behalf.

**Problem Solving and Decision Making:** Problem Solving and Decision Making is the demonstration of behaviours that enable one to identify and solve problems by understanding the situation, seeking additional information, developing, and weighing alternatives, and choosing the most appropriate course of action. It involves the willingness to, and demonstration of, behaviours associated with taking a creative approach to problems or issues. It includes “thinking outside of the box” to go beyond the conventional, and to explore creative use of resources.

**Facilitate Growth and Development:** This competency is about facilitating self-directed growth and development. It fosters self-determination and independence. It intentionally supports the long-term learning or development of others through coaching, recognition, encouragement, and feedback.

**Valuing Equity, Diversity and Inclusion (EDI):** Valuing EDI uses social competence to understand and respect the practices, customs and values of all people and cultures. It is the ability to work effectively with a diverse community and be aware of current societal issues. It involves evaluating social situations and determining what is expected or required to recognize the feeling, intentions and lived experiences of others, and to select social behaviours that are most appropriate for that given context.

**Strategic Thinking:** Strategic thinking requires initiative, which is the ability to independently decide what to do and when to do it without relying on someone else’s direction for short- and long-term impacts.

People who demonstrate strategic thinking take initiative to thoughtfully respond to current situations and are able to proactively anticipate future opportunities and challenges while ensuring a person directed approach.

It is understanding trends and issues, and translating these into ideas, advice and activities that impact various stakeholders.

**Championing Change and Innovation:** This Core Competency is about being flexible and adaptable to changing environments in order to work effectively with various people and groups. It involves an open mindset to understand, appreciate and empathize with different and opposing perspectives. It is about having a clear vision for change, and communicating this in a way that all people are included and understand what the change means to them. It involves demonstrating a personal commitment to change through actions and words.

**Problem Solving & Decision Making:** Problem Solving and Decision Making is the demonstration of behaviours that enable one to identify and solve problems by understanding the situation, seeking additional information, developing, and weighing alternatives, and choosing the most appropriate course of action. It involves the willingness to, and demonstration of, behaviours associated with taking a creative approach to problems or issues. It includes “thinking outside of the box” to go beyond the conventional, and to explore creative use of resources.

**Building Relationships:** Building relationships is about intentionally collaborating to develop meaningful relationships with people supported, co-workers, families, community partners and other stakeholders. It is about seeking opportunities to create collaborative partnerships to meet mutual goals.

From a sustainability perspective, building relationships is about fostering past relationships, understanding the current context and how to ensure reciprocal satisfaction. It also means anticipating future possibilities of partnerships.

**Inclusive Leadership:** Leadership is about organizing people and processes toward accomplishing a goal. This is done through coaching, mentoring, and motivating others towards a vision, commitments, and goals. Effective leaders foster an inclusive and positive environment.

Leaders consistently act and think with personal integrity, as well as with concern for, and sensitivity to, the fundamental values and ethics of the people receiving support/families, the agency/organization/sector and the profession.

It includes the capacity for sound ethical judgement in a diverse and ethically complex environment, and in the face of ongoing pressures and constraints to continually promote excellence.

**Resilience:** Resilience involves maintaining stamina and performance under continued stress and to act effectively under pressure. It includes bouncing back from disappointments or confrontations, and not letting them negatively influence ongoing performance. It involves keeping one’s emotions under control and restraining negative responses when provoked. It includes expressing or resolving stressful situations in an appropriate way that doesn’t harm self or others.

**Resource Management:** Resource Management is the capacity to plan, effectively leverage and optimize resources (people, processes, financial resources, technology etc.). It means that resources are allocated efficiently in order to provide high quality support. This includes human resource management, which ensures that people have the right skills, capabilities, behaviours and tools.

**General Duties -** These duties apply to all Direct Support Supervisors.

* Understands, adheres to and reviews annually all of MVACL’s policies and procedures.
* Works in compliance with the Ontario Occupational Health and Safety Act.
* Dispenses and monitors medication as outlined in MVACL medication policy.
* Provides safe transportation to all individuals.
* Reads, initials and acts on all documented information at the beginning of their shift.
* Maintains accurate records of activities, statistics, programs and contact notes at the end of each shift.
* Implements and records behavioural and skill training plans.
* Assists with menu planning, grocery shopping and preparation of nutritious meals utilizing the Canada Food Guide.
* Actively participates in team, supervision, training and other meetings as required.
* Contributes to acceptable housekeeping standards by completing site-specific routines such as housekeeping, laundry and indoor/outdoor maintenance.
* Models appropriate behaviour, dress and attitudes.
* Promotes integration of individuals in community.
* Assists people in their activities of daily living (ADLs) such as bathing, grooming, dressing and toileting
* Promotes, supports and monitors personal relationships.
* Provides responsible financial stewardship
* Responds appropriately to emergency situations.
* Maintains MVACL property and equipment, and reports problems promptly.
* Has a complete awareness of the profiles and support plans of the people they are supporting.
* Observes, records and reports any significant changes relating to the supported individual.
* Performs other related duties as assigned.

**Role Specific Duties - Direct Support Supervisor**

PERSON CENTRED PLANNNING

* Understands the concepts of person centred planning and assists in the development of person centred plans on an annual basis at minimum.
* Reviews outcomes on a regular basis to ensure goal attainment. Makes revisions as needed.

MEDICAL

* Schedules medical appointments and accompanies individuals.
* Co-ordinates pick up of meds from pharmacy, checks bubble packs and MAR sheets for accuracy and ensures an adequate supply of meds at all times.

FINANCIAL

* Assist with budgeting and purchases for individuals and the home.
* Reconcile individual’s personal accounts monthly.
* File annual income tax for supported persons.

RECORD KEEPING

* Manages ODSP benefit cards.
* Is responsible for the maintenance and accuracy of the information contained in the personal binder.
* Ensures that monthly minutes are reviewed, signed for and filed.
* Maintains current inventory records for individuals and the household throughout the year.
* Maintains monthly and annual records; fire drill, safety check, vehicle circle check, household maintenance, menus.

**Working Conditions - Employees must be able to work safely and effectively given the following working conditions:**

* Regular interaction with persons with challenging behaviours
* Required to work alone
* A risk of exposure to communicable/contagious diseases
* General household tasks that require lifting, stair climbing, bending, pushing and pulling.
* Staff must have the physical ability to provide care utilizing approved lifts and transfers according to MVACL’s back care program.
* Must have physical capacity to safely employ approved behavioural intervention techniques. (CPI)
* Possible exposure to persons who smoke and fragrances
* Able to deal with issues regarding sexuality
* Exposure to noise and frequent interruptions
* Overnight support may sleep unless assistance is required.

**TYPE OF SUPERVISION RECEIVED**

* Reports to manager. Works under general instructions to prioritize and complete assigned tasks. Assignments are periodically checked for progress by the immediate supervisors.
* Purchases, action plans, or changes in scheduling must be approved by manager.
* Incumbents will participate in a Self Development Review.

**HOURS OF WORK**

* The hours of work are as scheduled and as outlined in the Collective Agreement.

**QUALIFICATIONS INCLUDE:**

* DSW diploma or equivalent post-secondary diploma
* Recent and relevant experience in a direct support human service role
* Valid G class license.
* Emergency First Aid Level C /CPR certification
* Current CPI certification
* Criminal Reference Check/Police Vulnerable Sector Check
* Proficiency in written & verbal communication
* Computer Skills, ability to navigate Microsoft Word, utilize various search engines and learn new database.

I am to undertake the duties as outlined in this job description.

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(Employee Signature)

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