

## **Job Description**

**Position:** Community Training Supervisor  
**Status:** Exempt

### **Supervision & Employee Reporting**

**Supervisor:** Chief Program Officer

### **Position Summary**

The Community Training Supervisor is accountable for planning, coordinating, implementing, and documenting results of our Out & About clients' community activities. This person will work closely with the Chief Program Officer, Program Support Manager, and other direct support staff to ensure clients experience positive community-based activities that promote meaningful inclusion, socialization, and skills for independence.

### **Essential Job Functions**

**Caseload Management:** Manage a client caseload including determination of client eligibility, partnering with clients and caregivers to develop individualized support plans, assessing client progress, and maintaining client communication.

**Program Planning & Implementation:** Accommodating a varied work schedule that includes days, evenings, and weekends, oversee and assist with the implementation of client activities including:

- Assist clients in planning community-based activities designed to promote individual participant goal achievement.
- Facilitate registration for agency planned activities.
- Assist with arranging transportation, staffing, and volunteers.
- Provide personalized supports to clients alongside the agency's direct support staff. Supports are provided in small group settings with a client to staff ratio up to 3:1. Supports include providing accessible door to door transportation using agency vehicles, assisting with personal care needs, and promoting skill building, mobility, communication and behavior management.

**Documentation:** Ensure documentation of agency programming provides evidence of services provided, supports billing submitted to funders, and informs impact reporting as follows:

- Effectively use defined measurement tools to gather data as evidence of progress toward goals and document said progress in Progress Notes following delivery of service.
- Monitor clients' progress including interpreting data, reviewing progress notes, and completing evaluations on a defined schedule.

**Compliance:** Ensure Out & About program activities and processes are in compliance with internal policies, procedures, and budget guidelines as well as all requirements set forth by external funding sources and governmental bodies.

### **Other Job Functions**

- As assigned, assist the Chief Program Officer and the Program Support Manager with providing support to Youth Services and Program Support Services.
- As assigned, assist the Chief Executive Officer and the Chief Development Officer with Agency events such as fundraising events and Agency meetings.

### **Minimum Qualifications**

- Hold a degree in Recreation, Education, Human Services, Therapy Services or other related field of study.
- Hold a Missouri Class E license with evidence of an excellent driving record per the DMV (within two weeks of employment).
- Pass a standard industry background check including a Missouri Department of Health and Senior Services Family Care Safety Registry check.
- Qualify under the requirements for controlled substance testing as required by MoDOT and the FTA, including a pre-employment drug test.
- Hold certifications in CPR, First Aid, Maltreatment Prevention, and Universal Precautions (within 30 days of hiring).
- Completion of LB Level 3 training program including administrative and 20 hours of field work training (within 4 weeks of employment).
- Proficient in the use of navigation tools such as GPS, mapping apps, and maps.
- Demonstrate the ability to complete physical tasks including supporting 75+ lb, kneeling, squatting, and bending to provide individualized supports to clients.
- One year of supervisory experience while managing a client caseload and providing individualized supports to people with disabilities.
- Demonstrate an ability to formulate: a goal statement, a strategy to support a person in achieving the designated goal, and a method for measuring progress toward a designated goal.
- Demonstrate the ability to write a professional progress note reflecting support services provided to a client and the result of those services.
- Demonstrate the ability to utilize technology: client management database, Microsoft programs including Word, Excel, and Publisher, as well as Google apps including Docs, Sheets, and Calendar.
- Demonstrate the ability to effectively communicate with co-workers, clients, and partner agencies in writing and verbally, in small and large group settings.

### **Preferred Qualifications**

- 3 to 5 years supervisory experience.
- Proficient in commonly used sign language, using AAC devices, Applied Behavior Analysis, MANDT and/or Medication Administration.
- Proficient understanding of reviewing financial statements and creating budgets.
- Experience with grant writing and fund development.